

Current Division Curriculum Processes

Prior to launch for committee review, all courses and programs should be developed according to each division's established curriculum review and development process. Division processes may include, but are not limited to: needs assessment; department and/or division discussion; identification of existing resources; alignment with the college mission and strategic plan; and labor market, transfer, and/ or distance education analysis. Once the course or program has been discussed, drafted, and reviewed according to the division process, a faculty author composes and launches the course or program in the district's curriculum management system for review. Processes for each division are described below.

Division	Process
AG, BUS, CFS, I&T, NURS, SOCS, SPEC	<p>Curriculum Development:</p> <p>STEP ONE:</p> <ul style="list-style-type: none"> • Faculty develops an idea driven by student, industry, CID/Transfer, or community needs. • Faculty develop the idea in consultation with colleagues, curriculum representative, division chair, and other stakeholders as appropriate. <p>STEP TWO:</p> <ul style="list-style-type: none"> • Faculty conduct a needs assessment, potentially including consideration of distance ed, labor market data, transferability, integration with existing curriculum, faculty workload, necessary resources, the District's mission and Strategic Plan. • Faculty develop a proposal, to include necessary elements of a Course Outline or Record or New Program Proposals, as appropriate. <p>STEP THREE:</p> <ul style="list-style-type: none"> • Faculty present the proposed curriculum to the department for approval. • Faculty consult with area Dean and curriculum representative. • Faculty enter the proposal into the curriculum management system to begin the formal review process. <p>Curriculum Review:</p> <p>The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator. Faculty responsible for particular courses or programs update curriculum as assigned. The Rep and/or Division Chair are available to assist with this process by request.</p>
ENGL	<p>Curriculum Development:</p> <ul style="list-style-type: none"> • Faculty develop curriculum • Faculty work closely with the Curriculum Rep, Division Chair, and Dean to draft and revise as appropriate • Faculty bring draft to department or division for approval; see English Division Bylaws for approval requirements and procedures • Submit to Campus Curriculum Committee process <p>Curriculum Review:</p> <p>The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator. Faculty responsible for particular courses or programs update curriculum as requested. The Rep regularly assists with this process for all departments. The Division Chair is also available to assist with this process by request.</p>
FINA	<p>Curriculum Development:</p>

	<p>STEP ONE:</p> <ul style="list-style-type: none"> • Faculty develops an idea driven by student, industry, CID/Transfer, or community needs. • Faculty develop the idea in consultation with colleagues, curriculum representative, division chair, and other stakeholders as appropriate. <p>STEP TWO:</p> <ul style="list-style-type: none"> • Faculty conduct a needs assessment, potentially including consideration of distance ed, labor market data, transferability, integration with existing curriculum, faculty workload, necessary resources, the District’s mission and Strategic Plan. • Faculty develop a proposal, to include necessary elements of a Course Outline or Record or New Program Proposals, as appropriate. <p>STEP THREE:</p> <ul style="list-style-type: none"> • Faculty present the proposed curriculum to the department for approval. • Faculty consult with area Dean and curriculum representative. • Faculty enter the proposal into the curriculum management system to begin the formal review process. <p>Curriculum Review: The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator, and communicate with designated faculty from each department via email about necessary updates or curriculum questions—currency reports are forwarded to faculty, who update curriculum in the curriculum management system. Each department or unit (Drama, Communication, Art, Music) typically have a designated faculty member who updates curriculum; the division chair and curriculum representative are available to assist when requested.</p> <p>The curriculum representative also forwards the minutes for each meeting and any attachments faculty need to see on a monthly basis.</p>
LANG/COMM	<p>Curriculum Development: Faculty develop or edit curriculum based on student, industry, CID/Transfer, or community needs.</p> <ul style="list-style-type: none"> • Faculty develop curriculum • Faculty work closely with the Curriculum Rep, Division Chair, and Dean to draft and revise as appropriate • Faculty bring draft to department or division for approval; see Division Bylaws for approval requirements and procedures • Submit to Campus Curriculum Committee process <p>Curriculum Review: The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator. Faculty responsible for particular courses or programs update curriculum as requested. The Rep regularly assists with this process for all departments. The Division Chair is also available to assist with this process by request.</p>
LIBR	<p>Curriculum Development: After identifying a student/community need, a faculty member discusses initial ideas for a new course with the rest of her department at either department meetings or Dialogue Days. These discussions may reveal a benefit in collaborating with other divisions or departments; if this is the case, the Curriculum Rep and the initiating faculty member will contact representatives from those divisions or departments.</p>

	<p>Once input from the department(s) is received, the faculty member works with the Curriculum Rep to develop the Course Outline of Record. After the COR is developed, the Curriculum Rep enters the course into the CMS to initiate Curriculum Committee approval. The Curriculum Rep will communicate back to the initiating faculty member any revisions or requests for changes resulting from the approval process.</p> <p>Curriculum Review: Each LIBR course offered has a “lead” faculty member who takes the initiative in updating course content. Course currency and content are discussed at Dialogue Days with librarians who teach LIBR courses. The Curriculum Rep is ultimately responsible for updating courses in the CMS and keeping track of content review deadlines.</p>
MATH	<p>Curriculum Development: <i>STEP ONE:</i></p> <ul style="list-style-type: none"> • Faculty develops an idea driven by student, industry, CID/Transfer, or community needs. • Faculty develop the idea in consultation with colleagues, curriculum representative, division chair, and other stakeholders as appropriate. <p><i>STEP TWO:</i></p> <ul style="list-style-type: none"> • Faculty conduct a needs assessment, potentially including consideration of distance ed, labor market data, transferability, integration with existing curriculum, faculty workload, necessary resources, the District’s mission and Strategic Plan. • Faculty develop a proposal, to include necessary elements of a Course Outline or Record or New Program Proposals, as appropriate. <p><i>STEP THREE:</i></p> <ul style="list-style-type: none"> • Faculty present the proposed curriculum to the department for approval. • Faculty consult with area Dean and curriculum representative. • Faculty enter the proposal into the curriculum management system to begin the formal review process. <p>Curriculum Review: The math dept. shares the responsibility of maintaining our curricular currency. When course outlines need updating, renewing, or writing from scratch, the division chair asks for volunteers and usually a faculty member or two, steps up. The division chair and the math rep. on the curriculum committee are available to advise and assist.</p>
PE	<p>Curriculum Development: <i>STEP 1:</i></p> <ul style="list-style-type: none"> • Have an idea (faculty or dean within division) • Identify Need – driven by student, faculty, community, industry, TMC/Transfer, CID, state mandates • Discussion at the division level • Discussion with dean • Does course align with the College Mission <p><i>STEP 2:</i></p> <ul style="list-style-type: none"> • Needs Assessment – collect and assess data • Course research • AO conversation • Identify resources: requirements, staff, prerequisites, rooms, facilities, equipment, budget

	<ul style="list-style-type: none"> • Course alignment – where does it fit • Write the Curriculum – complete with SLO development <p>STEP 3:</p> <ul style="list-style-type: none"> • Meet with Division Chair and Division Curriculum Rep to review • Take back to division for final approval • Launch course into Curricunet / Course Leaf (2018) <p>Curriculum Review: The curriculum committee representative and/or Division Chair monitor currency based on the reports provided by the Curriculum Coordinator.</p>
<p>SCI</p>	<p>Curriculum Development:</p> <p>STEP ONE:</p> <ul style="list-style-type: none"> • Faculty develops an idea driven by student, industry, CID/Transfer, or community needs. • Faculty develop the idea in consultation with colleagues, curriculum representative, division chair, and other stakeholders as appropriate. <p>STEP TWO:</p> <ul style="list-style-type: none"> • Faculty conduct a needs assessment, potentially including consideration of distance ed, labor market data, transferability, integration with existing curriculum, faculty workload, necessary resources, the District’s mission and Strategic Plan. • Faculty develop a proposal, to include necessary elements of a Course Outline or Record or New Program Proposals, as appropriate. <p>STEP THREE:</p> <ul style="list-style-type: none"> • Faculty present the proposed curriculum to the department for approval. • Faculty consult with area Dean and curriculum representative. • Faculty enter the proposal into the curriculum management system to begin the formal review process. <p>Curriculum Review: The curriculum representative monitors currency using the Currency Report prepared by the Curriculum Coordinator and checks the currency within course management software. The Curriculum Rep provides an update to the division faculty at the beginning of each semester at our division meeting and/or via email, then emails each faculty member responsible to their subject area as courses/programs are reaching their deadlines. The Rep also monitors courses/programs progress using the curriculum management software, and assists faculty with the submission process when requested to do so.</p>
<p>STSV</p>	<p>Curriculum Development:</p> <p>STEP ONE:</p> <ul style="list-style-type: none"> • Faculty proposes an initial idea or modification driven by a student, campus, community, program, or legislation need. • Faculty discusses initial idea with colleagues within the division, including Curriculum Representative, Counselor Instructor/Coordinator, and Division Chair, at either the division/counseling meetings or Dialogue Days. • Faculty shares with any other stakeholders as appropriate. • Faculty confirms course/program changes align with the College Mission.

	<p>STEP TWO:</p> <ul style="list-style-type: none"> • Based on the input from the division, faculty conducts course research, needs assessment, division impact (e.g. faculty workload, facilities, budget), course leveling, integration with current curriculum, consideration for distance education, and alignment with District’s Mission and Strategic Plan. • Faculty reviews proposal with AO and/or Curriculum Coordinator, as needed. • Faculty writes curriculum, complete with COR, DLA form, and SLOs, in addition to New Program Proposals or updates, as appropriate. <p>STEP THREE:</p> <ul style="list-style-type: none"> • Faculty presents the proposed curriculum and supporting documents to the division, including the Division Chair, Curriculum Representative, Counselor Instructor/Coordinator, and Dean, for approval. • Faculty enters the proposal into the curriculum management system (CIM) to begin the formal review process. <p>Curriculum Review: Each course offered within the division has a “lead” faculty member who takes the initiative in updating course content and meeting deadlines. The Curriculum Committee Representative, Counselor Instructor/Coordinator, and Division Chair monitor division course currency using the Curriculum Currency Report prepared by the Curriculum Coordinator and checks the currency for accuracy and upcoming deadlines. The Division Chair works with the Counselor Instructor/Coordinator, and Curriculum Representative to communicate updates to the Division Faculty and Dean through division/counseling meetings, Dialogue Days, and/or via email regarding needed updates or approaching deadlines. The Curriculum Representative, General Counselor/Instructor, and Division Chair also assist faculty leads with the submission process, as needed.</p>
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