Berkeley City College Curriculum Committee By-Laws

Function

The Berkeley City College Curriculum Committee (BCC-CC) is a subcommittee of the Academic Senate and a shared governance committee. It makes its recommendations to the Academic Senate as well as to the Vice President of Instruction on matters relating to curriculum and instruction. It also advises on policy and procedures related to academic offerings to the district's Council on Instruction, Planning, and Development (CIPD). Berkeley City College faculty are charged by Title 5 with the primary responsibility for making recommendations in the areas of curriculum and academic standards. The BCC-CC is the preeminent body for the development and recommendation of curricular policy and procedures to include philosophy, goals, strategic and long-range planning. The BCC-CC shall coordinate, evaluate, and review the college's curriculum to encourage innovation and excellence in instruction.

Charge of the BCC-CC

The mission of BCC-CC is to provide guidance, advocacy, and oversight for the college's curriculum by ensuring that it is academically sound, comprehensive, and responsive to the evolving needs of the community, so that the college mission, goals, and educational delivery to students are well served.

The curriculum committee's main function is to manage the development, renewal, and recommendation of curriculum to be approved by the Board of Trustees. This responsibility is fulfilled by performing functions including but not limited to the following:

1. To review and make recommendations on all curricular matters, including approval of new programs and courses, course revisions, reactivations, or deactivations, pre-requisites and co-requisites, placement of courses within disciplines, and additional review as to appropriateness of Distance Education courses.
2. To review and evaluate courses and programs periodically and make recommendations.
3. To review and recommend changes in general education requirements and graduation requirements.
4. To recommend procedures and policies affecting curriculum, including but not limited to approval processes for courses and programs of study.
5. To engage in self-directed study, to meet the regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.
6. To educate the Berkeley City College community regarding ongoing curriculum issues and needs.

Membership

1. One voting faculty representative from each instructional department, including library and counseling.

These representatives are appointed by the Department and approved by the Berkeley City College Academic Senate (BCC-AS). Members will serve a two year term, with one half of the membership confirmed each year (staggered to develop and retain experienced curriculum committee members). Members will be able to succeed themselves if so appointed by their department and approved by BCC-AS.

2. Curriculum Committee Chairperson (voting, only in the case of a tie) (in this role does not serve as a faculty department representative)

3. Articulation Officer (voting)

4. Planning for Institutional Effectiveness (PIE)/Student Learning Outcomes and Assessment Coordinator (SLOAC) Chair (or designee) (voting)

5. Distance Education (DE) Coordinator (voting)

6. Curriculum and Student Learning Outcomes Assessment Specialist (voting)

7. One (1) student representative appointed by the Associated Students of Berkeley City College (ASBCC). The term of office will be one year, with voting privileges conferred starting the second semester. Reappointments will be allowed, in which case the student representative will have voting privileges for the full term of the reappointment.

8. The Deans and Vice Presidents are non-voting, ex-officio members and are expected to regularly attend BCC-CC meetings to participate in discussion on matters that affect their areas.

Note: Members serving in more than one role have only one vote.

Appointments, Vacancies, and Election of Chair

1. During February of each year, the BCC-CC Chairperson will inform the Department Chairs, Berkeley City College Academic Senate President, and the ASBCC President of any vacancies for the following fall semester within their respective areas. Appointments to fill those vacancies will be forwarded to the BCC-CC Chairperson by February 28.

2. A vacancy may be declared when a member is absent for three BCC-CC meetings within one semester. The BCC-CC chair will then inform the Department Chair, Academic Senate president, and or ASBCC President (as appropriate) of the vacancy, who will work together to appoint a replacement within two weeks.

3. If any position becomes vacant during the regular academic year, or a member becomes inactive, the BCC-CC Chairperson will notify within two weeks the officer (Department Chair, Academic Senate president, or ASBCC President) who made the appointment. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Chairperson within one week of the appointment.

The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting. If the Chair resigns or is unable to complete his or her term, the Chair-Elect (see details below) will serve as Chair for the remainder of the term. If the Chair-Elect is unable to assume the position, a new chair will be selected by a secret ballot election within the BCC-CC to serve the remainder of the term.
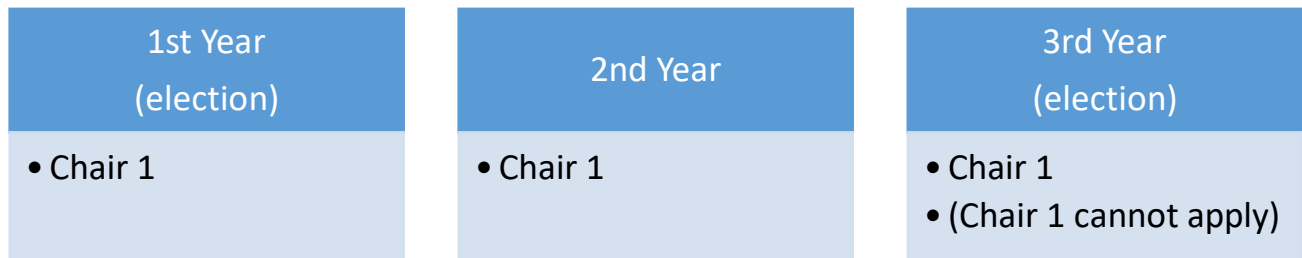
4. Every two years, the Curriculum Committee will hold an election for the Chair position. Whenever an election year arrives, the Academic Senate will post the job description for the Curriculum Committee Chair and for the Chair-Elect, including the amount of release time provided. These descriptions shall be posted no later than October 31st.

The Curriculum Committee will accept applications for Chair only from current or past members of the committee up until the last meeting of the fall semester. If one or more current or past members apply for the Chair position by that deadline, then no more applications will be accepted.

If no current or past member of the committee applies for the Chair position by the deadline, then the Academic Senate will announce that any faculty member is free to apply (including any current or former committee member who missed the fall deadline, but then subsequently wishes to apply). Such applications would be due February first of the election year.

On the last meeting in March of the election year, the Committee will elect, from among those individuals whose applications it accepted, one individual to be Chair. The election will be by majority vote on a secret ballot.

If the individual elected to be Chair is already serving in that role, then they will continue to serve in that role for another two years. In the second of those two years, it will again be time to hold an election for Chair. The individual in question will be barred from applying for the Chair position in that election, unless authorized to do so by the Academic Senate. In other words, if the person who is already serving as Chair---labeled `Chair 1' in the diagram below---wins the election, then the following is what takes place:

1st Year (election)	2nd Year	3rd Year (election)
• Chair 1	• Chair 1	• Chair 1 • (Chair 1 cannot apply)

If the individual elected to be Chair is not already serving in that role, then in the year immediately following they will serve as Chair-Elect, while the current Chair will continue to serve as Chair. The two will co-chair the committee during that year. In

the year after that, the Chair-Elect will become the Chair, and will chair the committee on their own. In other words, if the person currently serving as Chair---labeled `Chair 1' in the diagram below---does not win the election, and a different individual---labeled `Chair 2'---wins instead, then the following is what takes place:

1st Year (election)	2nd Year	3rd Year (election)
• Chair 1	• Chair 1 • Chair 2 (Chair-Elect)	• Chair 2
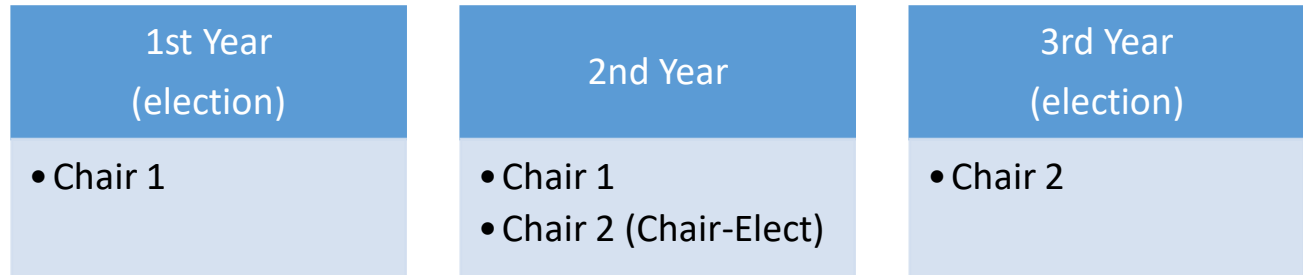
Chairperson

The term of service for the committee Chair is two years. The role of the Chair includes the following:

1. Work with the Curriculum Specialist to
   a. Prepare the agendas for Technical Review, Curriculum Committee, and CIPD meetings
   b. Set the calendar of BCC-CC meetings.
   c. Ensure that all the documents submitted to CIPD are accurate and complete
2. Conduct the BCC-CC meetings.
3. Edit minutes for accuracy prior to distribution for approval.
4. Keep informed of curriculum standards (including Title 5, the California Community Colleges Program and Course Approval Handbook, the Peralta Program and Course Approval Process Manual, intersegmental and accreditation standards). This includes attendance at the annual Academic Senate California Community Colleges (ASCCC) Curriculum Institute and/or other essential statewide curriculum meetings.
5. Supervise the orientation of new members and on-going training of continuing members in curriculum development and revision, as well as the use of the curriculum management system.
6. Assist discipline faculty in the curriculum development process.
7. Assure that BCC-CC functions take place smoothly: Technical review, prerequisite review, Student/Program Learning Outcome development, distance education review, library sign-off, and program review reports to the BCC-CC.
8. Report regularly to the Academic Senate.
9. Review catalog drafts for concurrence with approved changes.
10. Serve on CIPD and present final version of curriculum recommendations to CIPD and the Board.
11. Represent the college in curriculum matters as needed

Chair-Elect

The term of service for Chair-Elect is one year. The role of the Chair-Elect includes the following:

1. Conduct any meeting at which the Chairperson is not in attendance.
2. Serve on CIPD.
3. Keep informed of curriculum standards (including Title 5, the Program and Course Approval Handbook, the Peralta Program and Course Approval Process Manual, intersegmental and accreditation standards). This includes attendance at the annual ASCCC Curriculum Institute and/or other essential statewide curriculum meetings.
4. Assist discipline faculty in the curriculum development process.

Note: The Chair-Elect must be a current or past faculty member of the Curriculum Committee. In the event that no one from the current or past curriculum committee members volunteers to be chair elect, the nomination will be opened to all faculty.

Member Responsibilities

The role of all members of the BCC-CC includes the following:

Attend all Tech Review Meetings at which proposals from their departments (or that may affect their departments) are being discussed.

Attend as many other Tech Review Meetings as possible.

Train the members of their departments in using the Curriculum Management System.

Advise the members of their departments in all curriculum matters.

Curriculum Related Job Duties—College

A detailed listing of duties for members of the BCC-CC (including, but not limited to, librarians, student learning outcomes and assessment coordinators, and articulation officers) can be found in the Program and Course Approval Process Manual For Faculty and Administrators, Peralta Community College District, 3rd Edition.

   o http://web.peralta.edu/curriculum/files/2012/07/PCAPM-2014-Program-and-Course-Approval-Process-Manual-3rd-edition-Final-March-2014-edition-with-hyperlinks.pdf

Procedures

1. Regular meetings normally will be held on the first and third Thursdays from 10:00 to Noon. The BCC-CC must meet at least once a month, during the regular academic year. The BCC-CC Chairperson may call extra meetings if special needs require them.

2. A quorum will be 51% of the voting members. A quorum must be present in order for the BCC-CC to act on curriculum matters.

3. The BCC-CC Chairperson and the Curriculum and Student Learning Outcomes Assessment Specialist will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least two (2) weeks prior to the scheduled meeting. Curriculum must be fully processed via the Curriculum Management System, including Tech Review, at least one (1) week prior to the scheduled meeting.

4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least 72 hours preceding a scheduled meeting:

- Agenda physically posted for public viewing (over the copiers on the 5th floor and at the entry to the mailroom)
- BCC-CC Members
- College President
- Vice Presidents and Deans
- Department Chairs
- Academic Senate President
- BCC Library
- Campus Website (posted on Curriculum Web Page)
- Other campus communication systems reaching all faculty and staff, including email to BCC-FAS

5. Individuals with business before the BCC-CC are required to be present at Tech Review and at the BCC-CC meeting, or to send a knowledgeable representative, when that business is on the agenda. Items for which there is no appropriate representation present may be postponed to a later meeting at the discretion of the Chairperson.

6. When considering a proposal, the BCC-CC may vote to approve, to disapprove, or to refer the proposal back to the originator with instructions to revise.

7. At least once a month the BCC-CC Chairperson (or his/her designee) will present to the Academic Senate, in person or in writing, a report of all official actions taken by the BCC-CC.

8. Only actions that are approved by the BCC-CC and reported to the Academic Senate and the Vice President of Instruction will be forwarded to CIPD, and the District Chancellor and Board of Trustees for final approval.

9. Time will be set aside during each meeting to provide training for BCC-CC members regarding effective curriculum management and approval processes.

10. On a regular basis a representative from the BCC Education Committee will report to the BCC-CC any matters considered by that committee that pertain to procedures or policies related to curriculum.

11. The Curriculum and Student Learning Outcomes Assessment Specialist will record and distribute minutes and other pertinent materials.

Technical Review Committee

Regular Technical Review meetings will be held from 10:00 to Noon on the Thursdays when there are no BCC-CC meetings. The BCC-CC Chairperson may call extra meetings if special needs require them. BCC-CC members are encouraged to attend as many of those technical reviews as possible as part of their curriculum responsibilities. In addition, they are required to attend if proposals related to their areas of responsibility are being reviewed.

Council on Instruction, Planning and Development (CIPD)

The primary responsibilities of CIPD are:

• to advise the district in academic areas and related planning

• to provide a leadership role in program review and development

• to review college curriculum additions, deletions, or modifications and submit them to the Board of Trustees for approval

Each college shall have six voting members: the Vice President of Instruction, one other manager (the Vice President of Student Services or a Division Dean of Instruction), the College Curriculum Committee Chair, the Articulation Officer, a Faculty Senate appointee and the Curriculum Specialists.

The BCC-CC shall work with the Academic Senate to identify the appropriate representatives.

Amendments

Amendments to the By-Laws of the BCC-CC are made by a written and adopted resolution of the Academic Senate, provided that such amendments do not conflict with the policies of CIPD.

Resources:

- Program and Course Approval Process Manual For Faculty and Administrators, Peralta Community College District, 3rd Edition
    - http://web.peralta.edu/curriculum/files/2012/07/PCAPM-2014-Program-and-Course-Approval-Process-Manual-3rd-edition-Final-March-2014-edition-with-hyperlinks.pdf
- Program and Course Approval Handbook, State Chancellor's Office, 5th edition, (6th edition to be published this fall)
    - http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf
- Board Policy 2510 Participation In Local Decision Making
    - http://web.peralta.edu/trustees/files/2013/12/BP-2510-Participation-in-Local-Decision-Making1.pdf

- Administrative Procedure 2511 Role Of Academic Senates In District And College Governance
    - http://web.peralta.edu/trustees/files/2013/12/AP-2511-Role-of-Academic-Senates-in-District-and-College-Governance.pdf
- Board Policy 4020 Program, Curriculum, And Course Development
    - http://web.peralta.edu/trustees/files/2011/04/BP-4020-Program-Curriculum-and-Course-Development3.pdf
- Administrative Procedure 4020 Program, Curriculum, and Course Development
    - http://web.peralta.edu/trustees/files/2011/04/AP-4020-Program-Curriculum-and-Course-Development.pdf
- *The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice.*
    - http://www.asccc.org/papers/curriculum-committee-role-structure-duties-and-standards-good-practice
- Title 5 and Education Code
    - http://extranet.cccco.edu/Divisions/Legal/Resources.aspx

History of this Document

Draft 1:
Developed by J. Matthews at the request of the Academic Senate June 2016.
Submitted for first review and revisions to:
Jennifer Lowood, Curriculum Chair
Cleavon Smith, Academic Senate Chair
Alejandria Tomas, Curriculum and Student Learning Outcomes Assessment Specialist
Thomas Kies, Chair of Chairs
Kelly Pernell, Academic Senate Member

Draft 2:
Revised by J. Matthews based on input from the people listed above. August 2016.

Draft 3:
Revised by J. Matthews based on input from the people listed above. August 2016

Draft 4:
Revised by J. Lowood, J. Bielanski, and A. Tomas based on input from the Curriculum Committee above. September 2016
Approved by the BCC Curriculum Committee October 6, 2016.
Approved by the BCC Academic Senate October 19, 2016.

Draft 5:
Revised by A.Krupnick with input from the Curriculum Committee.
Approved by the BCC Curriculum Committee xx.