Butte College Curriculum Committee Bylaws

A. Purpose
1. Program and curriculum development are academic and professional matters that are initiated by faculty within the departments and submitted through the approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate. The Vice President of Student Learning provides administrative oversight for the process.

2. The Curriculum Committee approves all curriculum matters, including:
   a. New courses and programs
   b. Modifications to existing courses
   c. Appropriate requisites
   d. Modifications or restructuring of existing programs
   e. Deletion of courses and programs
   f. General education
   g. Modes of delivery
   h. Implementation of state regulations and guidelines
   i. Policy changes

3. The primary responsibility for the detailed evaluation and review of curricula is at the department level. The Curriculum Committee is responsible for approving all curricula proposed by the individual departments, assuring compliance with all Title 5 regulations.

B. Membership
1. The Curriculum Committee consists of the following positions:
   a. Curriculum Chair (votes in a tie break)
   b. Vice President for Student Learning (non-voting)
   c. 2 Division Dean/Director Representatives (voting)
   d. 6 Full-Time Faculty (voting)
      • 2 CTE
      • 2 TGE
      • 1 Basic Skills
      • 1 At Large
   e. 3 Associate Faculty (voting)
      • 1 CTE
      • 1 TGE
      • 1 At Large
   f. Counseling Representative (voting)
   g. Articulation Officer (voting)
   h. Academic Senate Representative (voting)
   i. SLO Coordinator (voting)
   j. Library Representative (voting)
   k. Student Representative (voting)

C. Selection of Members and Terms
1. Curriculum Chair
   a. In consultation with the Curriculum Committee, the Academic Senate will elect a full-time faculty member as chairperson taking into consideration:
      • The nominee(s)’ past experience and knowledge of current and historic issues addressed by the Butte College Curriculum Committee.
      • Reasonable effort will be made to rotate the chairperson among the academic and student support programs, including basic skills, student development, career and technical education, and transfer and general education.
   b. The term of the chairperson shall be three years.
c. Should the chairperson take a leave, a replacement will be selected by the Academic Senate. The replacement will serve out the unexpired term or until the chairperson returns.

2. Vice President for Student Learning
   a. Shall serve as a non-voting member of the committee.

3. Division Dean/Director Representatives
   a. The Dean/Director members will be appointed by the Vice President of Student Learning.

4. Full-Time Faculty
   a. Full-time faculty members will be elected by faculty and confirmed by the Senate.
   b. Committee members may also be Senate members.
   c. Whenever possible, the six full-time faculty members shall consist of a balance of instructors from all academic disciplines and student support programs. This balance will be addressed through the Senate confirmation process and is intended to be inclusive not restrictive.
   d. Positions that cannot be filled as indicated will go out to faculty at large.
   e. Full-time faculty shall serve three-year terms.
   f. Terms shall be staggered so that two full-time faculty members shall be replaced each year.
   g. Should a faculty member be unable to continue serving on the Curriculum Committee, a replacement will be selected by the Academic Senate President in consultation with the Curriculum Committee Chairperson. The duration of this appointment will be based on the number of years remaining in the term of the previous member.

5. Associate Faculty
   a. Associate faculty members shall serve three-year terms.
   b. Terms shall be staggered so that one associate faculty member shall be replaced each year.
   c. Positions that cannot be filled as indicated will go out to faculty at large.
   d. Terms shall be contingent upon their continued employment with the district.
   e. Should an associate faculty member not be re-employed for the following semester or for some other reason be unable to continue serving, a replacement will be selected by the Academic Senate President in consultation with the Curriculum Committee Chairperson. The duration of this appointment will be based on the number of years remaining in the term of the previous member.

6. Student Representative
   a. The student member will be appointed by the Associated Student Executive Board.

7. Training and orientation for all members will take place prior to the opening of the Fall term each year. This training will be the responsibility of the Curriculum Committee Chairperson.

8. Rotation of terms is preferred, however sequential terms are permitted.

D. Meeting Format
1. Voting
   a. In order to take official action at any called meeting, there must be two-thirds of voting members in attendance.
   b. Proxy voting will not be allowed.

2. Business
   a. Regular
      • Items are presented for discussion at one meeting and with committee agreement placed on either the consent or regular agenda for action at the following meeting.
      • No item will move forward without the appropriate documentation being completed.
• The originator or designee must be present at both meetings to answer questions from the committee.

b. Emergency
• With a two-thirds vote of the committee, an item may bypass the two-meeting requirement.

3. In the event that the Curriculum Committee Chairperson is unable to attend a regularly-scheduled meeting, the Academic Senate Representative shall act as temporary chairperson.

4. Attendance
   a. Attendance at all scheduled meetings is required.
   b. A member may not miss more than two regularly scheduled meetings each semester. Upon the third absence, if appropriate, the Curriculum Committee Chairperson shall notify the Academic Senate President (faculty), the Vice President of Student Learning (dean/director), or Associated Student Executive Board (student) and the seat may be declared vacant. Replacement members shall be selected by the Academic Senate President in consultation with the Curriculum Committee Chairperson.

5. Academic Senate
   a. In the spirit of collegial reciprocity, issues the Academic Senate asks to be addressed will be heard by the Curriculum Committee and vice versa.

E. Curriculum Development
1. Proposals originate in departments. It is the responsibility of the originator to complete the appropriate documents and submit them for review using CurricUNET.
2. Proposals follow the approval chain:
   a. Department Chair
   b. Distance Education Coordinator (if Distance Education proposal)
   c. Academic Senate (if discipline addition/change is required)
   d. Division Dean
   e. Technical Review Team (Curriculum Chair, Articulation Officer, Curriculum Analyst, Student Learning Outcomes Coordinator)
   f. Curriculum Committee (2 readings)
   g. Vice President for Student Learning
   h. Board of Trustees
   i. Chancellor’s office
3. Proposals are reviewed for the following criteria:
   a. Appropriateness to mission of the college
   b. Demonstrable need
   c. Resource feasibility
   d. Compliance with all applicable laws and regulations
   e. Quality
   f. Grading policy
   g. Units
   h. Intensity and rigor
   i. Requisites
   j. Difficulty and level
4. Curriculum proposals are accepted year round. Deadlines are determined by the Technical Review team and posted on the curriculum website. Proposals and catalog changes that meet the deadlines and have obtained final approval are entered into the college database and reflected in the following academic year’s college catalog.

F. Curriculum Committee Responsibilities
1. Approval of credit courses based on the following standards:
   a. Appropriateness to mission of the college
   b. Demonstrable need
2. Approval of Programs based on the following standards:
   a. Appropriateness to mission of the college
   b. Demonstrable need
   c. Resource feasibility
   d. Compliance with all applicable laws and regulations
   e. Quality
   f. Prerequisites, enrollment limitations, or licensing standards
   g. The number of units, specific course requirements, and sequence of courses must be coherent, complete, and appropriate, given the program objectives and the resources with which the college has to work.
   h. ADT Degree
      • Aligns with transfer model curriculum
   i. Transfer Degree:
      • Prepares students for one or more baccalaureate majors
      • 51% or greater units must articulate with CSU major
   j. CTE Degree:
      • Meets a documented labor market demand
      • Does not represent unnecessary duplication of other manpower training programs in the college’s service area
      • Lists specific careers students may enter upon completion
      • Supported by Advisory Committee Recommendations
      • Must have a vocational TOP code
k. Certificate of Achievement
   • Minimum 18 units
   • Same criteria as CTE Degree above, without GE
l. Small Certificate
   • Must be less than 18 units
   • Contain a minimum of three courses that lead to a meaningful outcome, such as a technical or vocational skill or a cohesive body of knowledge
   • Meets or reflects the training or certificate requirements of an external entity (may be less than 3 courses)
m. Degrees or certificates that do not fit clearly into Transfer or Career will be placed into a category of “Other”

3. Recommendation of policies concerning:
   a. Curriculum
   b. General education
      • Principles of philosophy of general education
      • Establishment of unit requirements in the general education program, including the total unit requirements, the distribution of unit requirements in the various academic disciplines
   c. Graduation requirements
   d. Transfer requirements
   e. Academic standards and related matters

G. Curriculum Review
   1. An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies.
   2. Courses are reviewed on a six-year rotational cycle and updated as needed.
   3. Career and Technical Education curriculum is reviewed on a two-year cycle.

H. Deletion of Courses and Programs
   1. When a course or program has been recommended for deletion for curricular reasons, such action will be submitted to the Curriculum Committee for its approval/disapproval prior to placement on the Board agenda and prior to the printing deadline of the college catalog.
   2. When a course or program has been recommended for deletion for budgetary reasons the Curriculum Committee assumes no responsibility for approval/disapproval but requires timely notification of the proposed deletion.
   3. Any course not having been offered within a five year period will be deleted unless the department provides a reasonable justification.