# Butte College Curriculum Committee Bylaws

*10/21/2024 Approved by Curriculum Committee*
*11/6/2024 Reviewed by Academic Senate with recommended changes*
*11/18/2024 Amended and Approved by Curriculum Committee*
*12/4/2024 Approved by Academic Senate*

## 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 Chief Instructional Officer 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 (one vote per member):
    a. Curriculum Chairperson (may vote to make or break a tie)
    b. Chief Instructional Officer (non-voting)
    c. 2 Division Dean/Director Representatives (voting)
    d. Equity and Inclusion Specialist (voting)
    e. 7 Full-Time Faculty (voting)
        - 2 Career Education (CE)
        - 2 General Education (GE)
        - 2 At Large
        - 1 Counselor
    f. 3 Associate Faculty (voting)
        - 1 CE
        - 1 GE
        - 1 At Large
    g. Articulation Officer (voting)
    h. Academic Senate, Vice President, or Academic Senate Executive Committee designee (voting)
    i. Student Learning Outcomes (SLO) Coordinator (voting)
    j. Library Representative (voting)
    k. Student Representative (voting)
    l. Scheduling and Curriculum Analyst (non-voting)
    m. Distance Education and Accessible Learning Resources Coordinator (voting)

**C. Selection of Members and Terms**

1. Curriculum Chairperson
    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, student development, career education, and transfer and general education.
    b. The Chairperson shall serve three-year terms.
    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. Chief Instructional Officer
    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 Chief Instructional Officer.
4. Equity and Inclusion Specialist
    a. The Equity and Inclusion Specialist will be selected by the Diversity Committee and confirmed by the Academic Senate.
    b. The Equity and Inclusion Specialist shall serve three-year terms.
    c. Full-time instructional faculty are preferred for this position but the Diversity Committee may select full-time student development faculty if appropriate.
5. Full-Time Faculty
    a. Full-time faculty members will be elected by faculty and confirmed by the Academic Senate. Any non-CE faculty running for the CE position must be preapproved by the CE liaison before appearing on a ballot. CE faculty may appear on the ballot without CE liaison approval.
    b. Positions that cannot be filled as indicated will go out to faculty-at-large with the exception of the approval of the CE liaison requirement to fill the CE positions.
    c. Full-time faculty shall serve three-year terms.
    d. Terms shall be staggered so that two full-time faculty members shall be replaced each year.
    e. 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 determined to maintain term staggering.
6. Associate Faculty
    a. Associate faculty members will be elected by associate faculty and confirmed by the Academic Senate. If associate faculty members cannot be found by particular area (CE or GE), associates will be filled in order of ranked list from election results.
    b. Associate faculty members shall serve three-year terms.
    c. Terms shall be staggered so that one associate faculty member shall be replaced each year.
    d. Positions that cannot be filled as indicated will go out to faculty-at-large. If a full-time faculty member fills this position because there were no associate faculty available, the full-time faculty will serve on a temporary basis until the next election is held and the position is filled by an associate faculty member with a term to be determined to maintain term staggering.

e. Terms shall be contingent upon their continued employment with the District.
f. 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 determined to maintain term staggering.

7. Student Representative
    a. The student member will be appointed by the Associated Student Executive Board.
8. 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.
9. Rotation of terms is preferred; however sequential terms are permitted.
10. When a position must be filled by Academic Senate appointment or selection, that choice will seek balanced representation, as follows:
    a. To ensure balance between instruction and non-instruction, at least 50%, and no more than 67%, of voting members shall be instructional faculty (not including the Chairperson).
    b. Whenever possible, faculty members shall consist of a balance from all academic disciplines, course modality experiences and student support programs.

**D. Meeting Format**

1. Voting
    a. Quorum for a meeting is defined as:
        - Over 50% of filled voting seats in physical attendance.
    b. Majority vote to pass is defined as:
        - Over 50% of participating voting members vote yes.
        - Curriculum Chairperson may vote to break a tie.
    c. Supermajority vote to support is defined as:
        - Over 2/3 of participating voting members vote yes.
    d. In order to take official action at any called meeting, there must be a quorum. Proxy voting will not be allowed.
    e. Items are passed by a majority vote unless a supermajority is explicitly required. An exhaustive list of items for which a supermajority is required are as follows:
        - Bylaw changes
        - Agenda amendment
        - Public comment time extension
2. 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.
3. 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 Chief Instructional Officer (Dean/Director), or Associated Student Executive Board (student) and the seat may be declared vacant. Members shall be replaced by the constituency group that elected them.

4. Academic Senate
    a. As a subcommittee of the Academic Senate, any issues the Academic Senate asks to be addressed will be heard by the Curriculum Committee.

**E. Curriculum Development**

1. Proposals originate in departments or in the Office of Instruction. It is the responsibility of the originator to complete the appropriate documents and submit them for review using CurrIQunet.
2. All 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 is a subset of the Curriculum Committee
    f. Curriculum Committee (1 or 2 readings depending on the nature of the request)
    g. Chief Instructional Officer
    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 impacts and feasibility
    d. Compliance with all applicable laws and regulations
    e. Quality
    f. Grading policy
    g. Units/contact hours
    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 the Office of Instruction, and are 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 will be 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
    c. Resource Impacts and feasibility
    d. Compliance with all applicable laws and regulations
    e. Quality
    f. Grading policy, based on uniform standards pursuant to title 5, section 55023, that demonstrates proficiency in subject matter by means of written communication, problem solving, and/or skills demonstrations, as appropriate to the course content.
    g. Units, and the assignment of ratios of scheduled hours to "outside of class" hours, based on a relationship specified by the governing Board in compliance with title 5, section 55002.5 and local Administrative Procedure AP 4080.
    h. Compliance with title 5 section 55002 and the most recent version of the Program Course Approval Handbook (PCAH).

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/contact hours, 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. Compliance with title 5 section 55061c, California Education Code sections 66745 et seq. and the most recent version of the Program Course Approval Handbook (PCAH).
3. Recommendation of policies to the Academic Senate 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 Education curriculum is reviewed on a two-year cycle.

**H. Deletion of Courses and Programs**

1. When a course has been recommended for deletion, 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. Any course not offered for two consecutive academic years will be submitted to the Curriculum Committee for consideration of deletion. The Department Chair and Area Dean may speak to the agenda item and present justification for maintaining the course in the catalog.
3. Program deletion requests are forwarded from the Program Research and Recommendation (PRR) committee and require approval/disapproval from the Curriculum Committee prior to placement on the Board agenda and prior to the printing deadline of the College catalog.