

## **DRAFT Butte College Curriculum Committee Bylaws**

*2/24/20 Approved by Curriculum Committee*

*5/6/20 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 ~~Vice President of Instruction~~ 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 prerequisites
  - 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 (~~votes in a tie break~~ may vote to make or break a tie)
  - b. ~~Vice President of Instruction~~ 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)
    - ~~1 From General Competencies (Math or English) or Non-Credit Programs~~
    - 4 2 At Large
    - 1 Counselor
  - f. 3 Associate Faculty (voting)
    - 1 CE
    - 1 GE
    - 1 At Large
  - g. Articulation Officer (voting)
  - h. Academic Senate Representative (voting)
  - i. Student Learning Outcomes (SLO) Coordinator (voting)
  - j. Library Representative (voting)
  - k. Student Representative (voting)
  - ~~k.l.~~ Scheduling and Curriculum Analyst (non-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 ~~term of the~~ Chairperson shall ~~serve be~~ three-year terms 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 of Instruction~~ 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 ~~Vice President of Instruction~~ 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 ~~term for the~~ Equity and Inclusion Specialist shall ~~serve will be~~ three-year terms years.
    - 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~~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% ~~60%~~ of filled voting seats in physical attendance.
- b. Majority vote to pass is defined as:
  - Over 50% of ~~quorum vote "aye" or "yes"~~ 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 -quorum vote "aye" or "yes"~~ participating voting members vote yes
  - ~~Curriculum Chairperson may vote to break a tie~~
- 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:~~
  - Waiving the two-meeting rule
  - Bylaw changes
  - Agenda amendment
  - Public comment time extension

##### 2. Business

- a. Two meetings are required for resource distribution change requests and periodic curriculum review (explicit examples: new courses or programs, change in units or ratio of inside to outside of class hours, online modality requests for labs, changes in programs, additions to GE areas, curriculum review, discipline changes to courses, short-term modality requests, or other non-standard requests at the discretion of the technical review committee)
  - 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 to the board without the appropriate documentation being completed regardless of voting outcomes.
  - The originator or designee must be present at both meetings to address concerns or field questions from the committee.
  - Non-standard requests for two meetings not mentioned in the explicit example list above will be clearly labeled on agendas as “Technical Review Committee Request for Two Hearings” and must be accompanied by a justification by the curriculum chairperson.
  - URGENT CIRCUMSTANCES: With a supermajority vote, the committee, may bypass the two-meeting requirement.
- b. One meeting (consent only) for minor changes (Examples include: wording changes, internal re-ordering of content, changes to books, online modality requests for lecture hours, etc.)
    - Items are included on a consent agenda for approval in one vote (may be removed from consent with request for more input).
    - Items will not be included on consent without appropriate documentation being completed.
    - The originator or designee may be present at the consent hearing but is not required to do so for minor changes.
  - c. The following statement must appear on agenda: Items not on the consent agenda may be approved in one meeting with a supermajority vote (over 2/3 of participating members vote yes).
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 Instruction (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~~ As a subcommittee of the Academic Senate, any 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 or in the Office of Instruction. It is the responsibility of the originator to complete the appropriate documents and submit them for review using CurricUNET 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 (Curriculum Chairperson, Articulation Officer, Curriculum Analyst, Guided Pathways Coordinator, Counselor, and Student Learning Outcomes Coordinator)

- f. Curriculum Committee (1 or 2 readings depending on the nature of the request)
  - g. ~~Vice President of Instruction~~ 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~~ 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.
  - ~~g. Compliance with title 5 section 55002 and the most recent version of the Program Course Approval Handbook (PCAH)~~
  - h. ~~Degree-Applicable:~~
  - i. ~~Intensity and rigor, as evidenced by the outline of course topics, course objectives, assignments, assessments, and reading materials identified in the course outline of record (COR). Achieving the objectives of degree-applicable credit courses must require students to study independently outside of class time. There is an expectation that students will spend two hours outside of class for each hour of lecture required and one hour outside of class for each hour of activity.~~
  - ~~i.j. Non-Degree-Applicable:~~
  - k. ~~Intensity, as evidenced by the COR. Non-degree-applicable credit courses must provide instruction in critical thinking, prepare students to study independently outside of class time, include reading and writing assignments, and prepare students to succeed in degree-applicable credit courses.~~

~~j-l. Required preparation for success in the course, such as prerequisite or corequisite courses, as determined by the Curriculum Committee in compliance with Title 5, section 55003.~~

~~k-m. Difficulty and level, as determined by the Curriculum Committee, which ensure that the course requires critical thinking, learning skills, and vocabulary consistent with established placement procedures or other conditions on enrollment designed to direct specific students to or away from that course. Possible duplication with existing courses.~~

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) ADT Degree
  - ~~a. Aligns with transfer model curriculum~~
  - ~~i. Transfer Degree:
    - ~~a. Prepares students for one or more baccalaureate majors~~
    - ~~a. 51% or greater units must articulate with CSU major~~~~
  - ~~j. CE Degree:
    - ~~a. Meets a documented labor market demand~~
    - ~~a. Does not represent unnecessary duplication of other workforce training programs in the College's service area~~
    - ~~a. Lists specific careers students may enter upon completion~~
    - ~~a. Supported by Advisory Committee Recommendations~~
    - ~~a. Must have a vocational Taxonomy of Programs (TOP) code~~~~
  - ~~k. Certificate of Achievement
    - ~~a. Minimum 16 units~~
    - ~~a. Same criteria as CE Degree above, without GE~~~~
  - ~~l. Small Certificate
    - ~~a. Must be less than 16 units~~
    - ~~a. 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~~
    - ~~a. 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 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.~~
2. Any course not ~~having been~~ offered ~~within a for five-year~~ two consecutive academic years ~~period~~ will be ~~deleted unless the department provides a reasonable justification~~ 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 and Research (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.

### **Common Course Numbering (CCN) Policy**

- Office of Instruction will create the course outline of record (COR) in CurriQunet to match Part 1 content (identical and required) from CCN template
- Any Part 2 content (optional) must be essential for articulation/**accreditation**
- Student-facing communication may also be added to the course description by the Office of Instruction, such as C-ID designation, grading policy, repeatability, and open entry/open exit
- Any additional content the department wants to include should be incorporated in the syllabus

### **Procedure**

- Scheduling Center will:
  - Create the COR update in CurriQunet and load in all Part 1 (identical and required) information
  - Evenly distribute COR content hours for the unit titles
  - Email COR to Department Chair for review
- Department Chair will:
  - Review hours in unit titles section **and add accreditation content as needed**
  - Work with Articulation Officer to determine if any articulation content needs to be added
- Articulation Officer will:
  - Review content added to Part 2 (optional)
  - Email reviewed content to Scheduling Center for input into CurriQunet
- Tech Review will:
  - Review final content of COR to assess for technical revisions
  - Send forward to Curriculum Committee for approval
- Scheduling Center will:
  - Process the final course outline
  - Add to Curriculum Committee agenda

## 2 Year Program Review (CTE Programs)

Education Code section 78016 requires that colleges review the effectiveness of CTE programs every two years. In order to meet this requirement, this form must be completed every two years on a rotational basis determined by the Curriculum Committee. Please discuss as a department, fill out the form, obtain chair and dean signatures, and **submit to Heather in SAS-214** for approval by Technical Review Committee.

### Resources

- Bureau of Labor Statistics (National) <http://www.onetonline.org>
- EDD Labor Market Data (State) [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)
  - LMI by customer, LMI by geography, LMI by industries and occupations

**Program Type and Title: AS Accounting; Certificate of Achievement in Accounting; Certificate for Account Clerk; Certificate for Tax Preparer; Professional Accounting Certificate**  
**Academic Year: 2024 - 2025**

### Describe how your program:

#### 1. Continues to meet a documented labor market demand (please include relevant labor market data)

The Occupational & Employment Wage Statistics (OEWS) survey for the first quarter of 2024 shows mean hourly wage and annual salaries for the following accounting positions in Butte County:

- accountants and auditors \$40.61 per hour or \$84,475 salary
- cost estimators \$43.40 per hour or \$90,262 salary
- tax preparers \$29.71 per hour or \$61,787 salary
- other financial specialists \$32.78 per hour or \$68,076 salary
- financial and investment analysts \$43.91 per hour or \$91,338 salary

There will always be accounting jobs available. Artificial intelligence will certainly change the type of jobs and the day-to-day tasks, but someone will always need to generate, audit, and analyze financial information.


- From 2020 to 2030, the number of financial specialist positions is expected to grow 18.3% or under 2% annually according to the EDD's estimate of the Chico Metropolitan area.
- From 2020 to 2030, the number of accountants and auditors is expected to grow 19.6% or under 2% annually according to the EDD's estimate of the Chico Metropolitan area.

#### 2. Does not represent unnecessary duplication of other manpower training programs in the college's service area (please list similar programs by name, or N/A, for each community college in our region: Feather River, Lassen, Mendocino, College of the Redwoods, Shasta, and College of the Siskiyous)

Due to the remote nature of the North-Far-North area, duplication of training is not as much an issue as it may be in metropolitan areas. All local community colleges offer accounting and business courses, certificates, and degrees. However, these classes are only offered within their own geographical areas (and sometimes in distance learning format), so they don't directly compete or duplicate our offerings.

#### 3. Is of demonstrated effectiveness as measured by the employment and completion success of its students (please include completion and employment data for your program)

During the Fall 2022 / Spring 2023 year, 13 students earned an associate degree in accounting, 10 students earned a certificate of achievement in accounting, and 10 students earned certificate of completion. During the Fall 2023 / Spring 2024 year, 6 students earned an associate degree in accounting, 11 students earned a certificate of achievement in accounting, and 12 students earned certificate of completion. Employment tracking can be difficult to determine as it is only accessed through voluntary notification. According to our advisory committee, the value of the program has been validated. Our students are employed in the following local industries/companies: Build.com, Sierra Nevada Brewery, Lundberg Farms, 5<sup>th</sup> Sun, Work Truck Solutions, P 31 Enterprises, VTTS Inc., Pinion Accountancy Corporation, CCC Connect, and many other local companies. Beth Dunn the faculty advisor for the Accounting Club receives calls from employers regularly and helps multiple accounting students find employment each year.

Department Chair signature:   
Kenneth Bearden (Oct 14, 2024 09:02 PDT)  
*(Your signature certifies that all faculty members in the program have participated in this review)*

Dean signature: 

Curriculum Committee Chair: \_\_\_\_\_

Date Approved: \_\_\_\_\_