

AA-T Degree in Kinesiology

About the Program

Program Goal: Transfer

GE Pattern(s): Cal-GETC

Program Code: 32446.31AA-T

Students completing Associate Degrees for Transfer are guaranteed admission to the CSU system. Please see the beginning of the "Academic Programs" section for details.

With the completion of the AA-T in Kinesiology, students will possess foundational knowledge and skill that comprise the core content of the first two years of many four-year programs in Kinesiology.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify and describe major concepts, theoretical principles, history and evolution, and current trends in kinesiology.
2. Describe physical activity as it relates to physiological responses and adaptations to exercise.
3. Recognize anatomical impacts on exercise related to age, gender, individual goals, and special needs.
4. Demonstrate and apply scientific principles to movement in the specific areas of fitness, aquatics, combatives, individual sport and team sport.
5. Develop and modify proper safety techniques for a variety of fitness programs.

Required courses:

BIOL 20	Human Anatomy	21.50-24.50
BIOL 21	Human Physiology	4.00
KIN 1	Introduction to Kinesiology	4.00
	Movement-based Courses (Select one course from any three of the following areas):	3.00
	<i>Combative</i>	4.50
KIN 73	Self Defense	1.50
KIN 74	Boxing	1.50
KIN 77	Karate	1.50
	<i>Dance</i>	
KIN 38	Ballroom Dance I	1.50
KIN 39	Ballroom Dance II	1.50
KIN 40	Jazz Dance I	1.50
	<i>Fitness</i>	
KIN 23	Weight Training I	1.50
KIN 24	Weight Training II	1.50
KIN 27	Core Crossfit Training	1.50
KIN 42	Yoga I	1.50
KIN 43	Yoga II	1.50
KIN 45	Pilates	1.50
KIN 53	Jogging/Running for Fitness	1.50
	<i>Individual Sports</i>	
KIN 57	Archery	1.50
KIN 58	Badminton	1.50
KIN 59	Pickleball <i>(approved for Fall 26 add at 2-6-26 meeting)</i>	1.50
KIN 60	Bowling	1.50
KIN 61	Golf	1.50
KIN 79	Pickleball II	1.50
	<i>Team Sports</i>	
KIN 64	Baseball	1.50
KIN 65	Soccer	1.50
KIN 66	Softball	1.50
KIN 67	Non-Contact Football	1.50
KIN 68	Volleyball I	1.50
KIN 69	Volleyball II	1.50
KIN 70	Basketball I	1.50
KIN 71	Basketball II	1.50
	<i>List A (Select two): Only one course may be chosen from these groups (CHEM 1 or CHEM 51), (STAT C1000 or STAT C1000E), and (PSYC C1000 or SOC 2)</i>	6.00-9.00
CHEM 1	General Chemistry I	5.00
CHEM 51	Elementary Inorganic Chemistry	5.00

HLTH 2	Health and Wellness	3.00
KIN 11	First Aid and CPR	3.00
PHYS 21	College Physics I	4.00
PSYC C1000	Introduction to Psychology	3.00
SQC-2-SOCI C1000	Principles of Sociology	3.00
STAT C1000	Introduction to Statistics	4.00
STAT C1000E	Introduction to Statistics	4.00

Total: 21.50-24.50

Suggested Program Map (Cal-GETC)

Required courses:

Units: 60.00-69.00

Term 1

12.00-15.00

KIN 1	Introduction to Kinesiology	3.00
Area 1A Choice (See GE Guide)		3.00-4.00
Area 1C Choice (See GE Guide)		3.00
Area 2 Choice (See GE Guide)		3.00-5.00
Department recommends STAT C1000 or STAT C1000E.		

Term 2

14.50

BIOL 20	Human Anatomy	4.00
Meets Area 5B/5C.		

Movement-based Courses: Select one (three courses required from at least three groups) 1.50

Combative

KIN 73	Self Defense	1.50
KIN 74	Boxing	1.50
KIN 77	Karate	1.50

Dance

KIN 38	Ballroom Dance I	1.50
KIN 39	Ballroom Dance II	1.50
KIN 40	Jazz Dance I	1.50

Fitness

KIN 23	Weight Training I	1.50
KIN 24	Weight Training II	1.50
KIN 27	Core Crossfit Training	1.50
KIN 42	Yoga I	1.50
KIN 43	Yoga II	1.50
KIN 45	Pilates	1.50
KIN 53	Jogging/Running for Fitness	1.50

Individual Sports

KIN 57	Archery	1.50
KIN 58	Badminton	1.50
KIN 59	Pickleball	1.50
KIN 79	Pickleball II	1.50
KIN 60	Bowling	1.50
KIN 61	Golf	1.50

Team Sports

KIN 64	Baseball	1.50
KIN 65	Soccer	1.50
KIN 66	Softball	1.50
KIN 67	Non-Contact Football	1.50
KIN 68	Volleyball I	1.50
KIN 69	Volleyball II	1.50
KIN 70	Basketball I	1.50
KIN 71	Basketball II	1.50

Area 1B Choice (See GE Guide)	3.00
Area 3A Choice (See GE Guide)	3.00
Area 4 Choice (See GE Guide)	3.00

Taking POLS C1000 or POS 12 is recommended to meet the [Government US-2](#) graduation requirement for CSU/UC.

Term 3

13.50-17.50

<i>List A (Select two): Only one course may be chosen from these groups (CHEM 1 or CHEM 51), (STAT C1000 or STAT C1000E), and (PSYC C1000 or SOC 2)</i>		6.00-9.00
CHEM 1	General Chemistry I	5.00
Prerequisite: CHEM 11 or CHEM 51 or one year of high school Chemistry; and Intermediate Algebra or equivalent. Meets Area 5A/5C.		
CHEM 51	Elementary Inorganic Chemistry	5.00
Meets Area 5A/5C.		
HLTH 2	Health and Wellness	3.00
KIN 11	First Aid and CPR	3.00
PHYS 21	College Physics I	4.00
Prerequisite: MATH 20 or high school trigonometry. Meets Area 5A/5C.		
PSYC C1000	Introduction to Psychology	3.00
Meets Area 4.		
SOC 2 SOCI C1000	Principles of Sociology	3.00
Meets Area 4.		
STAT C1000	Introduction to Statistics	4.00
Meets Area 2.		
STAT C1000E	Introduction to Statistics	4.00
Meets Area 2.		
Department recommends KIN 11.		
Movement-based Courses (Select one course from any of the areas not already used in Term 2)		1.50
Area 3B Choice (See GE Guide)		3.00-4.00
Taking ECON 20, HIST 8, HIST 10, HIST 18, or HIST 26 is recommended to meet the U.S. History US-1 graduation requirement for CSU/AUC.		
Area 6 Choice (See GE Guide)		3.00
<i>Term 4</i>		20.00-22.00
BIOL 21	Human Physiology	4.00
Meets Area 5B/5C.		
Movement-based Courses (Select one course from any of the areas not already used in Term 2 and Term 3)		1.50
Area 4 Choice (See GE Guide)		3.00
Only necessary if not already met.		
Area 5A/5C Choice (See GE Guide)		3.00-5.00
Only necessary if CHEM 1, CHEM 51, PHYS 21, or PHYS 41 were not chosen in prior terms.		
Elective (any course numbered 1-99 or C1000-C12999)		8.50
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		

Total: 60.00-69.00

ADT Submission Form for Kinesiology CCC Major or Area

of Emphasis: Kinesiology

TOP Code: 127000

CSU Major(s): Kinesiology

Total Units: 20 *(all units are minimum semester units)*

Form # 008 Rev.

6: 09/01/22

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the form. If the course may be double-counted with Cal-GETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum>

or the ASSIST website:

<https://www.assist.org/>.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the form at:

<http://www.c-id.net/degreereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Kinesiology for Transfer Degree
College Name: Butte College

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
REQUIRED CORE: (14 units minimum)					
Introduction to Kinesiology (3)	KIN 100	KIN 1	Introduction to Kinesiology	3	N/A.

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Human Anatomy with Lab (4) AND Human Physiology with Lab (4) OR Human Anatomy and Physiology with Lab (8)	BIO 110B AND BIOL120B OR BIOL 155S	BIOL 20 And BIOL 21	Human Anatomy Human Physiology	4 4	5b and 5c 5b and 5c

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS				
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC	
Movement Based Courses Select a maximum of one (1) course from any three (3) of the following areas for a minimum of three units: Aquatics, Combatives, Team Sports, Individual Sports, Fitness, Dance	AAM	Combatives:				
		KIN 73	Self Defense	1.5	N/A to any courses in this AAM section.	
		KIN 74	Boxing	1.5		
		KIN 77	Karate	1.5		
		Dance:				
		KIN 38	Ballroom Dance I	1.5		
		KIN 39	Ballroom Dance II	1.5		
		KIN 40	Jazz Dance I	1.5		
		Fitness:				
		KIN 23	Weight Training I	1.5		
		KIN 24	Weight Training II	1.5		
		KIN 27	Core Crossfit Training	1.5		
		KIN 42	Yoga I	1.5		
		KIN 43	Yoga II	1.5		
		KIN 45	Pilates	1.5		
		KIN 53	Jogging/Running for Fitness	1.5		
		Individual Sports:				
		KIN 57	Archery	1.5		
		KIN 58	Badminton	1.5		
		KIN 59	Pickleball	1.5		
		KIN 60	Bowling	1.5		
		KIN 61	Golf	1.5		
		KIN 79	Pickleball II	1.5		
		Team Sports:				
		KIN 64	Baseball	1.5		
		KIN 65	Soccer	1.5		
		KIN 66	Softball	1.5		
		KIN 67	Non-Contact Football	1.5		
		KIN 68	Volleyball I	1.5		
		KIN 69	Volleyball II	1.5		
KIN 70	Basketball I	1.5				
KIN 71	Basketball II	1.5				

AA Degree in Kinesiology

About the Program

Program Goal: Local

GE Pattern(s): Butte Local, Cal-GETC

Program Code: 01320.02AA

This program meets the lower division major preparation for a similar major at CSU, Chico and other CSU Campuses. Visit website for details www.assist.org for specific campus requirements,

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify and describe major concepts, theoretical principles, history and evolution, and current trends in kinesiology.
2. Assess his or her own physical activity level as it relates to lifelong fitness.
3. Describe physical activity as it relates to physiological responses and adaptations to exercise.
4. Recognize anatomical impacts on exercise related to age, gender, individual goals, and special needs.
5. Demonstrate and apply scientific principles to movement in the specific areas of fitness, aquatics, combatives, individual sport and team sport.
6. Develop and modify proper safety techniques for a variety of fitness programs.

Required courses:

BIOL 20	Human Anatomy	20.50-21.50
KIN 1	Introduction to Kinesiology	4.00

Select one:

BIOL 21	Human Physiology	3.00-4.00
KIN 11	First Aid and CPR	4.00
		3.00

Select seven courses from at least three groups:

10.50

Dance

KIN 38	Ballroom Dance I	1.50
KIN 39	Ballroom Dance II	1.50
KIN 40	Jazz Dance I	1.50
KIN 44	Jazz Dance II	1.50

Individual

KIN 57	Archery	1.50
KIN 58	Badminton	1.50
KIN 59	Pickleball	1.50
KIN 60	Bowling	1.50
KIN 61	Golf	1.50
KIN 63	Track and Field	1.50
KIN 79	Pickleball II	1.50

Self Defense

KIN 73	Self Defense	1.50
KIN 74	Boxing	1.50
KIN 77	Karate	1.50

Team Sports

KIN 64	Baseball	1.50
KIN 65	Soccer	1.50
KIN 66	Softball	1.50
KIN 67	Non-Contact Football	1.50
KIN 68	Volleyball I	1.50
KIN 69	Volleyball II	1.50
KIN 70	Basketball I	1.50
KIN 71	Basketball II	1.50

Weight Training and Fitness

KIN 23	Weight Training I	1.50
KIN 24	Weight Training II	1.50
KIN 25	Olympic Weightlifting	1.50
KIN 27	Core Crossfit Training	1.50
KIN 28	Plyometric Training	1.50
KIN 42	Yoga I	1.50
KIN 43	Yoga II	1.50
KIN 45	Pilates	1.50

Suggested Program Map (Butte GE)**Required courses:****Units: 60.00-65.00****Term 1**

18.00-21.00

Movement-based Courses: Select two (seven courses from at least three groups). Meets Graduation Requirement.

3.00

Dance

KIN 38	Ballroom Dance I	1.50
KIN 39	Ballroom Dance II	1.50
KIN 40	Jazz Dance I	1.50
KIN 44	Jazz Dance II	1.50

Individual

KIN 57	Archery	1.50
KIN 58	Badminton	1.50
KIN 59	Pickleball	1.50
KIN 60	Bowling	1.50
KIN 61	Golf	1.50
KIN 63	Track and Field	1.50
KIN 79	Pickleball II	1.50

Self Defense

KIN 73	Self Defense	1.50
KIN 74	Boxing	1.50
KIN 77	Karate	1.50

Team Sports

KIN 64	Baseball	1.50
KIN 65	Soccer	1.50
KIN 66	Softball	1.50
KIN 67	Non-Contact Football	1.50
KIN 68	Volleyball I	1.50
KIN 69	Volleyball II	1.50
KIN 70	Basketball I	1.50
KIN 71	Basketball II	1.50

Weight Training and Fitness

KIN 23	Weight Training I	1.50
KIN 24	Weight Training II	1.50
KIN 25	Olympic Weightlifting	1.50
KIN 27	Core Crossfit Training	1.50
KIN 28	Plyometric Training	1.50
KIN 42	Yoga I	1.50
KIN 43	Yoga II	1.50
KIN 45	Pilates	1.50

KIN 1 Introduction to Kinesiology 3.00

Area 1A Choice (See GE Guide) 3.00-4.00

Area 2 Choice (See GE Guide) 3.00-5.00

Area 6 Choice (See GE Guide) 3.00

Elective (any course numbered 1-99 or C12999) 3.00

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options. Department recommends BIOL 2.**Term 2**

13.00

BIOL 20 Human Anatomy 4.00

Meets Area 5B/5C.

Movement-based Courses: Select two from any of the courses listed in Term 1 not already used (seven courses required from at least three groups). 3.00

Area 1B/C Choice (See GE Guide) 3.00

Area 4 Choice (See GE Guide) 3.00

Term 3

12.00-13.00

Movement-based Courses: Select two from any of the courses listed in Term 1 not already used (seven courses are required from at least three groups). 3.00

Area 3 Choice (See GE Guide) 3.00-4.00

Elective (any course numbered 1-99 or C12999) 6.00

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.

Term 4

Select one:

BIOL 21	Human Physiology	17.00-18.00
	Meets Area 5B/5C.	3.00-4.00
		4.00
KIN 11	First Aid and CPR	3.00

Movement-based Courses: Select one from any of the courses listed in Term 1 not already used (seven courses are required from at least three groups). 1.50

Elective (any course numbered 1-99 or C1000- C12999) 12.50

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.

Total: 60.00-65.00

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 Representative** (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. **To gain experience, the curriculum committee may approve a nominee to attend three (3) technical review meetings to gain an understanding of the position. The nominee is required to submit a statement to the curriculum committee and the approval will require a super majority.**
 - 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, **limited to two consecutive 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, **limited to two consecutive 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, **limited to two consecutive 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, **limited to two consecutive 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 **Student Senate. 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. **All elected positions may serve up to two consecutive terms.**
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 **make or** 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
 - **Chair nominee attending technical review**
 - **Enforcement of Attendance policy (3 b.)**

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 **Student Senate 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 **the district's curriculum management system. CurriQunet.**
2. All proposals follow the approval chain:
 - a. **Distance Learning**
 - b. **SLO Coordinator**
 - c. Department Chair
 - d. ~~Distance Education Coordinator (if Distance Education proposal)~~
 - e. Academic Senate (if discipline addition/change is required)
 - f. Division Dean
 - g. Technical Review Team **is** (a subset of the Curriculum Committee)
 - h. Curriculum Committee ~~(1 or 2 readings depending on the nature of the request)~~
 - i. Chief Instructional Officer
 - j. Board of Trustees
 - k. 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. Prerequisites
 - 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.