



Curriculum Committee Approved: 4/12/16
Academic Senate Ratified: 4/21/16

I. FUNCTION

The Curriculum Committee is a standing committee of the Academic Senate. Its primary function is to coordinate and evaluate curriculum development in accordance with State Education Code and Title 5 regulations, District Board Rules and Regulations, College policies and Mission Statement, and relevant governing boards and accrediting agencies. This includes the creation, modification, and deactivation of courses and programs (degrees, certificates, pathways, and other sequences of courses leading to a defined educational goal). When appropriate, the Curriculum Committee also participates in processes involving curriculum development such as (but not limited to) matriculation, articulation, honors distinction, assessment, program review, and accreditation.

II. COMPOSITION

A. The Curriculum Committee membership shall be open to:

1. One voting faculty representative (and one non-voting faculty alternate representative, who may vote in the absence of the regular representative) from each academic division (selected according to division policies) and from each of the following areas:
 - a. AFT (appointed by the chapter President)
 - b. Articulation
 - c. Distance Education Committee
 - d. Learning Resource Center
 - e. Assessment Committee
2. One non-voting faculty chair, who may vote in the event of a tie: the responsibilities of the chair shall include (but are not limited to) the following:
 - a. Preside over Curriculum Committee meetings
 - b. Publicize Curriculum Committee calendars, meeting agendas, actions, and minutes
 - c. Report Curriculum Committee actions to the Academic Senate
 - d. Attend monthly District Curriculum Committee meetings

- e. Assist in planning and implementing training in curriculum development for Curriculum Committee members, faculty, administrators, and support staff
 - f. Maintain Curriculum Committee documents and records and publicizing them through various media such as the Curriculum Committee website
 - g. Appoint Committee members to assist in any of the above or other related tasks
 - h. Train the chair-elect to serve as chair in the year following the current chair's term
3. One voting faculty chair-elect: the responsibilities of the chair-elect shall include (but are not limited to) the following:
 - a. Serve as acting chair in the absence of the chair
 - b. Serve as chair of the Technical Review subcommittee
 - c. Assist the chair in any of the chair's responsibilities
 4. One non-voting student representative of the Associated Students Organization or his/her student designee
 5. One non-voting administrative representative (typically the Curriculum Dean of Academic Affairs) or her/his administrative designee
 6. One non-voting Information Technology representative
 7. One non-voting recording secretary

B. Subcommittees

1. The Technical Review Subcommittee (TRS) is a standing subcommittee of the Curriculum Committee charged with the evaluation of course review proposals for completeness, accuracy and format. It shall be composed of approximately six to ten members including the following:
 - a. The Curriculum Committee chair-elect, who shall serve as TRS chair
 - b. The Curriculum Committee chair
 - c. The College articulation officer
 - d. The Assessment Committee Faculty Co-Chair
 - e. A faculty representative of the Distance Education Committee
 - f. A faculty representative of the Library, if available

- b. The Curriculum Dean, who shall serve as co-chair
 - c. The Articulation Officer
 - d. The Scheduler
 - e. One representative each from Admissions and Records, the Assessment Committee, and Counseling
 - f. Other representatives as determined by the above.
5. Ad Hoc subcommittees may be formed as needed. They shall be proposed and approved during Curriculum Committee meetings.

III. SELECTION OF MEMBERS

Members shall be selected in the spring (typically the month of May or June) for terms beginning July 1 of the same calendar year and ending June 30 of the final year of their respective term as follows:

- A. The chair-elect shall be elected by the Curriculum Committee for a two-year term: the first year serving as chair-elect, the second year serving as chair. The election shall be timed so that the second year of the previous chair's term overlaps the first year of the chair-elect's term. Notice of the election and a call for nominations shall be publicized no later than two weeks prior to the Curriculum Committee meeting during which the election will take place. Faculty members who have served on the Curriculum Committee for at least one year immediately prior to the start of the chair-elect's term of office are eligible to run and may nominate themselves. Following the election, the results must be ratified by a majority vote of the Academic Senate Executive Committee prior to the chair taking office. If not ratified, a new election process will begin. Any position on the Curriculum Committee currently occupied by the chair-elect will become vacant upon the start of that chair-elect's term, and that position shall be filled according to the procedures outlined herein.
- B. In the event that no candidate for chair-elect accepts a nomination, the current out-going chair may continue to serve until a chair-elect is elected. During that period, the Academic Senate may appoint an acting chair-elect. In the event that the current out-going chair is unwilling or unable to serve, the Academic Senate may appoint a one-year acting chair and chair-elect.
- C. In the event that the chair-elect position becomes permanently vacant prior to its second term-year, a new chair-elect shall be elected as above and the current out-going chair will serve an additional year as chair while training the newly elected chair-elect. If the current out-going chair is unwilling or unable to serve an additional year, a one-year interim chair shall be elected as above simultaneously with the chair-elect. Until such elections are completed and their results ratified, the current outgoing chair shall appoint an acting chair from the voting membership of the Curriculum Committee. In the event that no eligible candidates for either of the above offices are nominated, the Academic Senate may appoint an acting chair or/or chair-elect to serve until an election for either or both offices is completed and ratified.
- D. In the event that the chair position becomes permanently vacant during its second term-year, the chair-elect shall serve as chair for the duration of the chair-elect's two-

year term.

- E. Faculty representatives and alternate representatives shall be selected for a one-year term by their respective areas according to the policies of that area. In the event that a faculty representative position becomes permanently vacant during the current term, the alternate representative shall serve as acting representative until the position has been filled according to the policies of the representative's area. If no alternate representative is currently serving, the Curriculum Committee chair shall appoint an acting representative from the faculty in that area to serve until a representative and/or alternate representative has been chosen by that area. There are no term limits.
- F. The Curriculum Committee chair and chair-elect shall be members of all subcommittees. All members subcommittee members not specified in Section II.B shall be appointed by the Curriculum Committee chair. Ad hoc subcommittees may elect their chair from among their members.
- G. The student representative and administrative representative shall be selected according to the policies of their respective bodies.
- H. The recording secretary may be appointed by the chair or jointly by the chair and administrative representative. In the absence of a recording secretary, the chair may appoint an acting recording secretary from the Curriculum Committee membership, who may continue to serve in his/her other role(s) on the committee.

IV. COMMITTEE BUSINESS

- A. Curriculum Committee business shall be conducted at monthly public meetings during regular (fall/spring) terms and at special and/or emergency meetings, including via electronic media, as necessary.
 - 1. The calendar of monthly meetings for a given academic year shall be determined by the chair during the spring of the academic year prior, if possible, and publicized as soon thereafter as possible. Changes to that calendar, including the addition of special meetings, shall be publicized as soon as possible after being made.
 - 2. The agenda of each monthly and special meeting shall be publicized at least three days in advance of that meeting. Supporting documents shall be distributed to members of the committee prior to each meeting, when appropriate, and made available during that meeting.
 - 3. Under extraordinary circumstances, the chair may call an emergency meeting and publicize its agenda no later than one day in advance.
 - 4. All meetings shall be governed according to the current edition of *Robert's Rules of Order*.
- B. Voting by Curriculum Committee members shall be conducted as follows:

1. Each voting member of the Curriculum Committee shall have one vote. Alternate representatives may only vote if the regular representative is absent. The committee chairperson may vote only in the event of a tie.
2. A quorum shall exist when one over half of the Curriculum Committee voting membership and the chair or acting chair are in attendance. In the case of a vote by electronic media, membership in attendance shall be counted by the number of votes cast.
3. A majority vote of a quorum is necessary to carry a motion.
4. For emergency meetings:
 - a. In the event an emergency meeting is deemed necessary, the chair shall ask Committee members to confirm their willingness to attend such a meeting at a specified time. If the chair determines that a quorum is likely to be met, the meeting shall be announced to the public no later than one day in advance. If the chair determines that a quorum is *not* likely to be met, or if at the meeting one *is not* met, the chair may conduct the meeting electronically instead. In such a case, the chair shall announced to the public no later than one day in advance that an emergency meeting is to be held electronically (i.e. via email, discussion boards, etc.) and shall invite members of the public who wish to be included in the meeting proceedings to identify themselves.
 - b. When meetings are conducted electronically, all members of the Committee and any members of the public that have expressed a desire to be included shall be copied electronically on all meeting proceedings. The chair shall ask for motions/seconds and encouraging further discussion via electronic media within a stated time period. After a motion has been seconded and the stated time period has elapsed, the chair shall call for a vote, submitted electronically, to be counted at a stated time.
 - c. If, after the specified voting time limit has ended, there are not enough electronic votes cast to make up a quorum, AND the failure of the motion prior to the next regular meeting might cause the College or any program to fall out of compliance with any regulation, policy, or accreditation standard, the chair will seek unanimous consent by the chair, chair-elect, and President of the Academic Senate to count the votes received in lieu of a quorum, so long as there are at least four, including the chair-elect's. A simple majority of these (including the chair's vote, if necessary) will carry the motion.

C. All Curriculum Committee actions shall be reported to the Academic Senate Executive Committee or the full Academic Senate at its next available meeting.

V. CURRICULUM REVIEW PROCESS

- A. Courses: the Curriculum Committee shall follow the process for course review as stated in the LACCD E-65 regulation, which will be implemented at Los Angeles Harbor College as follows:
1. After reviewing relevant program curriculum and trends in student learning outcomes and other data with other faculty in a discipline, a faculty member in that discipline may initiate a course review proposal using the District's Electronic Curriculum Development System (ECDS).* The faculty initiator is encouraged to seek the assistance of her/his Curriculum Committee representative during this process to insure that the proposal is complete (including all required documentation), accurate, and correct in format.

*Note: new course proposals shall include a listing of student learning outcomes (SLO) and how they are mapped to program/institution learning outcomes (PLO/ISLO), added as an addendum or an active hyperlink to an unrestricted website listing the same.
 2. Once submitted via ECDS, the proposal is forwarded electronically to the following officers/bodies:
 - a. The relevant Department Chair and Dean for endorsement,
 - b. The Librarian for evaluation of available resources required for the course, should it be approved, and
 - c. Each member of the Technical Review Subcommittee to be evaluated for completeness, accuracy, and format.
 3. At each of the above stages, comments may be added to the proposal with recommendations for its improvement, requests for changes or additional information, or requests for additional documentation.
 4. Once submitted via ECDS, the faculty initiator may monitor the progress of the proposal by navigating to its outline link from the "Reports>In-process" screen in ECDS.
 5. At any of the above stages, the proposal may be returned electronically to the initiator for changes, in which case it must be resubmitted as above.
 6. Alternatively, a request for changes or additional documentation may be made directly to the initiator, without returning the proposal. In such an event, the requested changes/documentation must be received by the chair-elect and/or chair via email no later than one week prior to the Curriculum Committee meeting upon which the proposal is to be reviewed.
 7. Once endorsed/approved by each of the above, OR after fourteen calendar days, the proposal is forwarded electronically to the Curriculum Committee chair to be placed on the next available meeting agenda for approval.

8. If approved by the Curriculum Committee, the proposal is forwarded to the Academic Senate for validation on its next available meeting. If not approved by the Curriculum Committee or validated by the Academic Senate, the proposal is returned electronically to the initiator.
9. Once validated by the Academic Senate, the proposal is forwarded electronically by the President of the Academic Senate or the Curriculum Committee chair to the Vice President of Academic Affairs and College President for endorsement. Once endorsed, OR after five calendar days, the course is forwarded electronically to the Curriculum Committee chair for submission to the LACCD Office of Educational Services.
10. If the proposal is for a new course or includes a change to any District attribute, it then must be noticed District-wide for a twenty-day vetting period, during which any stakeholder may request that it be reviewed by the District Curriculum Committee. In the event of such a review, the twenty-day clock stops until either the DCC has reviewed the proposal or recommended an additional twenty-day vetting period.
11. After the initial vetting period (if necessary) has ended, new course proposals are then forwarded to the LACCD Board of Trustees for approval at their next available meeting.
12. If the proposal does not require Board approval or a vetting period, or once these processes have been completed, the proposed course or course changes is/are entered into the student information system and the course is available for scheduling as approved.

B. Programs

1. Proposals to create, revise, or discontinue programs must be authored by current full-time faculty who meet minimum qualifications in the subject represented by the program's Taxonomy of Programs (TOP) code. In the absence of such faculty, faculty in the department in which the program is or will be offered will select part-time faculty within that department or faculty outside that department who meet said minimum qualifications to assist in authoring the proposal.
2. Pursuant to District Regulation E-64, the process for creating, revising, or discontinuing any of the following program awards is documented in the *Harbor College Program Review Manual* available from the Office of Academic Affairs.
 - a. Associate of Arts/Science Degree (AA/AS)
 - b. Associate Degree in Arts/Science for Transfer (AA-T/AS-T)

- c. Certificate of Achievement (State-approved transcribed awards of eighteen or greater units, or twelve to eighteen units for programs meeting additional criteria as defined in Title 5)
 - d. Certificate of Completion (State-approved transcribed non-credit awards intended to provide preparation for successful college-level coursework and/or program completion)
 - e. Certificate of Competency (State-approved transcribed non-credit awards intended to provide preparation for employment)
 - f. Adult High School Diploma (State-approved transcribed non-credit awards intended for adults who wish to earn a high school diploma)
 - g. Skills Certificate (non-transcribed and State-approved transcribed awards of fewer than eighteen units)
3. Once the above has been completed, the following shall be submitted in electronic form to the Curriculum Committee chair for inclusion on the next available Curriculum Committee meeting agenda:
- a. For all programs:
 - i. The Program Review Document in which the need for the proposed action is identified, or the statute or regulation requiring the proposed action,
 - ii. A Word document containing all information pertaining to the program as it should appear in the Catalog: program goals and objectives (including program outcomes), catalog description, a list of course numbers, titles, and units for all required core courses, elective courses, and general education plans (if applicable), any limitations on enrollment in the program and/or other limitations or special conditions, for CTE programs: the above should also include a list of careers the program will prepare the student to enter,
 - b. In addition, for all new program proposals: a listing of PLOs showing how they are mapped to the program's SLOs and the ISLOs.
 - c. For all new State-approved transcribed awards: a complete narrative in the format specified in the latest addition of the State Chancellor's Office [*Program and Course Approval Handbook*](#), and all supporting documentation required by said narrative (including, if necessary, Advisory Committee minutes, Regional Consortium approval letter, Labor Market Statistics, etc. in support of the proposal,
 - d. For new and substantially revised CTE programs: minutes from the most recent Advisory Committee meeting on which the proposal was reviewed,

and minutes from the Regional Consortium meeting on which the proposal was approved.

- e. For new or updated Associate's Degrees for Transfer (ADT): a complete up-to-date Transfer Model Curriculum (TMC) form as published on the State Chancellor's Office website:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>,
 - f. For grant-funded programs: a detailed description of how faculty, staff, facilities and other resources associated with the program will be funded after the grant funding has ended. For short-term programs such as contract education and grant-funded programs that are not intended to continue beyond their funded term: a detailed description of how the program will be terminated, including a "teach-out" program (method by which courses will be offered to students who enter the program while it is active, but remain active in it after its intended term has ended) and how faculty, staff, facilities, and other resources associated with the program will be terminated or funded by other means,
4. If approved by the Curriculum Committee, the proposal is forwarded to the Academic Senate for validation on its next available meeting. If not approved by the Curriculum Committee, the proposal is returned electronically to the initiator.
 5. Once validated by the Academic Senate, the proposal is forwarded electronically by the President of the Academic Senate or the Curriculum Committee chair to the Vice President of Academic Affairs and College President for endorsement.
 6. For non-transcripted programs: once endorsed, the program may be entered into the catalog and offered.
 7. For transcripted awards:
 - a. For new transcripted awards: Once endorsed, the proposal is forwarded electronically to the Curriculum Committee chair for submission to the LACCD Office of Educational Services for approval on the next available LACCD Board meeting.
 - b. For new and altered transcripted awards: Once endorsed, and once proposals for new awards are approved by the LACCD Board, the proposal is entered by the Harbor College Curriculum Committee chair or his/her designee into the California Community Colleges Chancellor's Office Inventory of Programs website for approval by the State Chancellor's Office.

- c. The State Chancellor's Office may approve the proposal, deny the proposal, or request revision to the proposal. In any case, the initiator will be notified of these actions by the Curriculum Committee chair.
- d. If approved at the State Chancellor's Office, a control number shall be issued to the College, at which time the program award may be entered into the catalog and offered.

C. Correction of errors

The chair may amend a course or program record (in the CMS, Catalog, Schedule, Chancellor's Office Curriculum Inventory, or any other relevant publication) WITHOUT Curriculum Committee approval only in order to correct errors such as (but not limited to) typographical errors, formatting errors, misspellings, or grammatical errors. In such cases, the chair will contact the faculty in the relevant discipline(s) in advance of the amendment to confirm that it is appropriate and adequately rectifies the error. Following the amendment, the chair will inform officers who maintain publications that will need to be updated as a result.

VI. AMENDMENTS TO THE CURRICULUM COMMITTEE POLICIES AND PROCEDURES

Amendments to these Policies and Procedures shall be governed by the following guidelines:

- A. Proposed amendments shall accompany written announcements of meetings, or they shall be brought to the attention of the Curriculum Committee members at a regular meeting under new business.
- B. Proposed amendments shall be written specifically and accurately. They must be endorsed by at least two Curriculum Committee members. Copies shall be made available to all Curriculum Committee members.
- C. Proposed amendments must be approved by the Curriculum Committee members.
- D. Amendments shall be subject to the review of the Academic Senate and/or the Academic Senate Executive Committee.

VII. SPECIAL POLICIES FOR CURRICULUM APPROVAL

A. Associate's Degree General Education Area of Emphasis Equivalency

1. Advanced Placement Credit

The policy governing area of emphasis equivalency for advanced placement credit is defined by following language (in Italics) and is to be printed in the appropriate place in the Catalog:

COURSE EQUIVALENCY

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associate Degree, shall be determined by the college using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

If a student wishes to use AP exams to meet a major or area of emphasis graduation requirement, the student must file a general petition. Please consult with a counselor.

CSU GE BREADTH AND IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Pages [insert Catalog pages containing the most up-to-date list of equivalencies approved as above] indicate how AP tests are used to meet these requirements.

Note: Advanced Placement course equivalency credit cannot be used toward AAT/AST major requirements.

- B. Placement of Harbor College courses into Associate of Arts/Science GE plan area options

Courses listed as area options for any college general education (GE) plan must be approved for CSU GE status in the corresponding area by the deadline for scheduling for fall 2017.

- C. Placement of Harbor College courses in the Liberal Arts and Sciences AA areas of emphasis

Courses listed as area of emphasis options in the Associate of Arts in Liberal Arts and Sciences (AA) Degree must be determined by the Curriculum Committee to satisfy the criteria set forth in Title 5: 55063 (listed below) for eligibility for GE status in the corresponding area. In addition, those listed under Area E: Health and Fitness must satisfy the criteria set forth in the California State University General Education Breadth Requirements—Executive Order No. 1065 (also listed below under Area E).

Area A: Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science,

geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

Area B: Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

Area C: Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

Area D: Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

- (i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
- (ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Area E: Health and Fitness. Courses in Health and Fitness shall include selective consideration of content such as human behavior, sexuality, nutrition, physical and mental health, stress management, financial literacy, social relationships and relationships with the environment, as well as implications of death and dying and avenues for lifelong learning. Physical activity may be included, provided that it is an integral part of the study elements described herein.

D. Associate's Degree Area of Emphasis Equivalency

A course taken at another institution may be counted toward satisfying an area of emphasis at Harbor College if...

1. Following a petition it is approved as equivalent by a representative number of faculty possessing minimum qualifications in that area (that number to be determined by the relevant Division Chair(s)), or
2. It is found by a Counselor or Admissions and Records Evaluator to satisfy one of the following criteria:
 - a. The course is from a California Community College having degrees with areas of emphasis, and it is listed there under an area corresponding to the requested area at Harbor College,
 - b. Assist.org shows it to be articulated with and/or meet the same CSU or UC requirement as at Harbor College,
 - c. Assist.org shows it to be articulated between a CSU or UC and the offering institution the same way it is articulated between a CSU or UC and Harbor College,
 - d. C-ID.net shows it to be approved for the same C-ID equivalency as at Harbor College, or
 - e. It is found by the Articulation Officer to fit the criteria for an area of emphasis not having a corresponding Harbor College course.

E. Core/Major Requirement Equivalency

A course taken at another accredited institution may be counted toward satisfying a requirement for an award program at Harbor College if...

1. Following a petition it is approved as equivalent to the requirement by a representative number of faculty possessing minimum qualifications in the required course's discipline—that number to be determined by the relevant Division Chair(s), or
2. It is found by a Counselor or Admissions and Records Evaluator to satisfy one of the following criteria:
 - a. The course is from a California Community College, and it is listed as meeting the same requirement in the same award program there as at Harbor College,
 - b. Assist.org shows it to be articulated with and/or meet the same CSU or UC major or general education requirement as the requested course at Harbor College,
 - c. Assist.org shows it to be articulated between a CSU or UC and the offering institution the same way it is articulated between a CSU or UC

and Harbor College, or

- d. C-ID.net shows it to be approved for the same C-ID equivalency as at Harbor College.

F. Waiver of LACCD General Education Area E for high-unit majors

1. Pursuant to LACCD Board Rule 6201.14.c: Petition to Waive Area E General Education (3 units) in High-unit Degrees: the College will grant all petitions that satisfy the conditions specified in the Board Rule.
2. Pursuant to LACCD Board Rule 6204.2: Additional Units for Additional or Concurrent Degrees: the College does not require additional units beyond the figure specified in the Board Rule.

G. Degrees specifying fewer than 60 units:

Any associate in arts/science degree for which the sum of general education units plus major requirement units (core plus restricted electives), minus units double-countable as both, totaling fewer than 60 shall require the balance in unrestricted elective units from degree-applicable courses not already used for the degree.

H. Courses Out-of-Compliance for Periodic Review

1. Any course that has not been reviewed within one academic year of its five-year periodic review deadline will be archived.
2. Any course not having an outline in the electronic curriculum development system will be archived.
3. Any limitation on enrollment (pre- or co-requisite) for a Career and Technical Education course that has not been reviewed within one academic year of its two-year periodic review deadline will be removed from its target course.
4. Archived courses listed under core requirements or restricted electives of any program award will be removed from such lists and the total units for such lists will be amended accordingly. If this causes the total units for the degree to be less than 60, unrestricted electives will be added to the degree to make up the difference.