3.7 Development and Approval of Curriculum

Responsible Party	Process
Faculty Member	Initiates new course, course revision, new program, program revision. Curriculum reviewed on a five-year cycle with CTE programs reviewed on a two-year cycle.
Department and Division Review	All members of the department/discipline and the Division Dean are given an opportunity to review the proposed new course, course revision, new program, or program revision.
Specific Review Groups	Specific reviews are done in the following areas as appropriate: • General Education • Honors • Distance Education
Technical Review Workgroup	A Workgroup of the Curriculum Committee meets semi-monthly to conduct a technical review of all curriculum proposals prior to being made available to the Curriculum Committee for approval. The Technical Review Workgroup includes the following individuals: • Faculty Co-Chair(s) • Vice-President of Academic Affairs or designee • Articulation Officer • Faculty Librarian • Curriculum Technician • Additional instructional faculty
Curriculum Committee	The Curriculum Committee meets semi-monthly to review new course proposals, course revisions, new program proposals, program revisions, and graduation requirements. The committee is co-chaired by one or more faculty member(s) appointed by the Academic Senate and by the Vice-President of Academic Affairs or administrative designee.
Academic Senate President/Designee and College President/Designee	Review and verify curriculum is ready to be presented at the District level for compliance.

District Technical Review Workgroup-Instruction (DTRW-I)	District Technical Review Workgroup-Instruction reviews for regulations compliance. Membership includes:
	• Chancellor's Representative
	• One of the following from each college:
	  ○ Faculty Curriculum Chair(s)
	  ○ Academic Senate President or designee
	  ○ Vice-President of Academic Affairs
	  ○ Articulation Officer

Chancellor's Cabinet	Verification of curriculum and placement of Board of Trustees Meeting Agenda

Responsible Party	Process
Chancellor's Consultation Council	District-wide review of the Board of Trustees Agenda, in which curriculum to be presented to the Trustees is reviewed.
Board of Trustees	Curriculum is reviewed and approved at the monthly meetings.
State Chancellor's Office	All revised and new curriculum is submitted to the State Chancellor's Office for chaptering and/or approval.