

Title 5 Sections 51021, ~~51022~~, 55000 et seq., and 55100 et seq. [34 Code of Federal Regulations Part 600.2](#); US Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; ACCJC Accreditation Standard II.A.

Program, curriculum and course development are academic and professional matters which are initiated by faculty within discipline areas and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate. The Vice President of Academic Affairs provides administrative support and oversight for the curriculum approval process.

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate and applicable sections of the California Code of Regulations (Title 5) and the Education Code. The Curriculum Committee is charged with ensuring that all courses and programs meet the standards for approval contained within Title 5 and the Chancellor's Office publication: [Curriculum Committee](#). The Curriculum Committee is responsible for ensuring the quality, currency, and academic soundness of programs and courses offered at Hartnell College.

Hartnell College recognizes the primacy of faculty in the area of curriculum development. However, accountability for assuring academic excellence and regulatory compliance is a shared responsibility. Accordingly, membership in the Curriculum Committee is designed to ensure representation across the College including faculty representatives from the major academic divisions, library, articulation, and administration. A faculty chairperson is elected by the membership of the Committee which includes:

- a combination of at least nine faculty members appointed by the Academic Senate to represent each academic division including counseling and library. One adjunct faculty position is included.

- the Articulation Officer

- the Student Learning Outcomes Coordinator or designee

- the Vice President of Academic Affairs or designee

- two Deans of Academic Affairs selected by the Vice President of Academic Affairs

- the Dean of Student Affairs, enrollment Services

needs of students and the community. The Committee's functions include review and recommendation of:

- new and modified course and program proposals for Title 5 compliance.
- discipline assignment to courses and programs for consideration of minimum qualifications.
- appropriate requisites including prerequisites, co-requisites and advisories.
- CSU and UC general education course proposals in collaboration with the articulation officer.
- policy changes pertaining to curricular issues.
- implementation of state regulations and guidelines pertaining to the curriculum development process.
- associate degree and certificate requirements, in mutual agreement with the District and the Academic Senate (Title 5, §55002).
- general education patterns for the associate degree in collaboration with the articulation officer.
- the need, quality and feasibility of offering a new course or program
- congruence with the community college mission and Hartnell's Vision and Mission Statements.

An ongoing review of courses and programs is conducted to maintain compliance with internal and external policies. Courses are reviewed on a five-year rotational cycle and updated as needed. **The Curriculum Committee will publish an annual timeline for submission of new curriculum proposals and modifications.** Distance education/hybrid modalities and course requisites are reviewed and approved as a separate action of the Curriculum Committee. Prerequisites for Career Technical Education courses are validated every two years.

~~Program assessment and planning is conducted on all academic programs annually. With the exception of programs in the Career Technical areas, each academic program undergoes a comprehensive review process every five years through the District's Program Planning and Assessment process. Career Technical Education programs are reviewed on a two-year comprehensive cycle.~~

~~Curriculum proposals are accepted continuously during each fall and spring semester. Course and program proposals meeting Curriculum Committee deadlines shall be reflected in the following academic year's college catalog. A course or program initiator may check with the Curriculum Chair for timelines.~~

Course and program proposals recommended for approval by the Curriculum Committee are

See Board Policy 4020, 4025 and Administrative Procedure 4022, 4025
Approved by Superintendent/President: May 26, 2015
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