



San Bernardino
Valley College

Chapter One: Policies

DRAFT

Board Policy

BP 4020 Program, Curriculum, and Course Development

AP 4020 Program, Curriculum, and Course Development

Curriculum Committee Charge

Under AB1725, the Academic Senate has a responsibility to make recommendation with respect to Academic and Professional matters. Curriculum is an academic matter and, therefore, the curriculum committee is authorized by the Academic Senate to make recommendation about the curriculum of the college, including:

- ❖ approval of new courses,
- ❖ deletion of existing course,
- ❖ proposed changes in course,
- ❖ periodic review of course outlines,
- ❖ approval of proposed programs,
- ❖ deletion of programs,
- ❖ review of degree and certificate requirements,
- ❖ approval of prerequisites and corequisites,
- ❖ and assessment of curriculum as needed.

Membership

Membership includes:

- ❖ Vice President of Instruction (or Designee)
- ❖ One Manager,
- ❖ Curriculum Faculty Co-Chair(s) Appointed by the Academic Senate
- ❖ Articulation Officer
- ❖ Two Faculty Members from each Division as recommended by the Academic Senate
- ❖ Two Students
- ❖ Two Instruction Office Staff Member (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

Quorum

To transact business at a committee or subcommittee meeting, a quorum shall consist of 20% of the faculty membership of that committee or subcommittee.

Agenda

Agendas will be distributed to each member of the committee, to the Academic Senate President, and posted online at least three days prior to the day the committee is to meet.

Minutes

The Chair will see that minutes are kept at all meetings. The minutes will include all actions taken and make note of all significant discussions. Minutes will be distributed to all members of the committee, to

the Senate President, and posted online within two weeks of the meeting. In addition, minutes must be distributed at least two days before the next meeting of the committee. The Senate reserves the right to question any committee action and to express a position if it so wishes.

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