

## **ROLE OF DIVISION CURRICULUM REPS**

Division Curriculum Reps play an important role in Valley College's curriculum development and management process. Essentially, they are expected to be the primary curriculum experts within their Divisions, emphasizing the importance of faculty ownership of the curriculum, advising faculty as they prepare content review and new course and/or certificate proposals for Curriculum Committee consideration, and serving as a resource for Division members on the use of the College's curriculum management software (CurricUNET). In order to be effective in this role, the Division Curriculum Rep must be well informed and capable of explaining all policies and procedures contained in the SBVC Curriculum Handbook and willing to review all Curriculum Committee proposals from his/her Division before they go to the Preview Committee to make sure they are error-free and meet the criteria established for such proposals.

In conducting this review, the Division Curriculum Rep should consult the "how to" lists appearing on page 11 as well as the "memo preparation checklists" detailed on pages 15-17 of the Curriculum Handbook. Additional questions the Division Rep should consider in evaluating if a proposal is ready for submission are as follows:

1. Has the author checked to make sure the course is attached to a current degree, certificate, or program?
2. Are the expected course outcomes measurable and consistently reflected in all areas of the outline?
3. Is the element of critical thinking present and integrated throughout the outline?
4. Are the methods and frequency of evaluation clear and complete?
5. Do the typical assignments represent critical thinking, reading, and writing?
6. Have all the typical texts been published within the last 5 years?
7. Is the submission formatted properly?
8. Is the submission free of spelling and grammatical errors?
9. If the course has a prerequisite or co-requisites, is the required grid attached?
10. Has the author of the submission met with Cindy Parish (Articulation Officer) to make sure the proposal is consistent with CSU and UC articulation agreements?
11. Has the author correctly completed the required cover sheet, attached a rationale statement, and obtained all required signatures?
12. If the course is proposed for on-line delivery, has the author met with Glen Kuck (Director of Distributed Education) and completed the separate on-line paperwork?
13. What questions should the author and/or department representative be prepared to answer when he/she presents the proposal to the Preview Committee?