

## De Anza College Curriculum Committee

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1. Curriculum Committee
  
2. Mission: Reflecting the mission of De Anza College, the DA Curriculum Committee strives to ensure that De Anza's curriculum is academically sound, comprehensive, responsive to the evolving needs and multiple perspectives of the community, and in compliance with CCR, Title 5, Section 55002 and all other applicable regulations and requirements.
  
3. To accomplish its mission, the De Anza Curriculum Committee provides faculty ongoing assistance in creating and reviewing curricula that serve students interested in transfer education, specific major courses, workforce education classes, associate degree and certificate programs, general education classes, developmental education (basic skills) classes, counseling classes, and non-credit lifelong learning classes.

### **Charge**

- a. Under the charge of the college's Academic Senate and CIO, the Curriculum Committee reviews all curricula, certificates and degrees to ensure that the following criteria are met:
  - 1) State standards (Title 5 guidelines and all other applicable regulations and requirements)
  - 2) Transfer guidelines
  - 3) General Education requirements
  - 4) Career technical and workforce education needs and requirements
  - 5) Student demands and interests
  
- b. Range of activities and responsibilities:
  - Reviews and approves all curriculum, certificates, and degrees for the College.
  - Submits all required state reports on curriculum, certificates, and degrees.
  - Trains and maintains active and knowledgeable committee members.
  - Develops processes and procedures for curriculum submission and review.
  - Maintains current, approved curricula through the Electronic Curriculum Management System (ECMS).

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- Ensures that the college curriculum web page contains accurate and easily accessible information for everyone on any and all aspects of curriculum and the curriculum committee.
  - Provides approved course outlines of record to the articulation officer for articulation of our courses with other institutions.
  - Responsible for the accurate presentation of curricular offerings in the course catalog.
- c. What does the group plan to achieve or produce on an ongoing measurable basis=Outcomes
- The committee will review and provide the institution with accurate, current, approved curriculum, certificates and degrees that are readily accessible to everyone.
  - The committee will ensure excellent web page and electronic curriculum management systems that provide in depth information to the college community on any curriculum processes, questions, or issues.
- d. Time line for achieving the activities/goals of fulfilling responsibilities: These outcomes will be assessed annually or more frequently on an as-needed basis.
4. Committee Structure:
- a. Leadership
- Faculty Co-chair
  - Administrative Co-chair (VP of Instruction/CIO or appointed administrator)
- b. Membership
- Articulation Coordinator (required, voting member)
  - Matriculation Coordinator (required, non-voting member)
  - Curriculum Office Coordinator (required, non-voting member)
  - Curriculum Office Staff serving as the official committee note-taker (required, non-voting members)

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- Division Dean Representative (required, voting member)
  - Faculty Association Representative (voting member)
  - Faculty representatives--1 from each division (required, voting members)
- c. Membership terms
- Two year terms
  - No limit to how many terms a representative can serve
5. Decision making process
- a. State processes and guidelines primarily drive the committee's decision making
  - b. Committee votes by consensus (primary)
  - c. Formal votes may take place on an as-needed basis
  - d. Committee establishes and approves processes and practices and requests Academic Senate approval and/or guidance on these processes/practices
6. Committee training offered
- a. Committee representative trainings offered at the beginning of each academic year for all committee members
  - b. Curriculum technology training (ECMS, SLOAC, Curriculum Website navigation) offered on an as-needed basis
  - c. Curriculum processes training (ex. forms completion and chain of communication for processes and submissions) offered on an as-needed basis
  - d. New policies and procedures (ex. Title 5 requirements) trainings offered when necessary
7. Meeting schedule
- a. Tuesdays @ 2:00pm – 3:30pm (unless otherwise noted)
  - b. C.A.T (Curriculum Advisory Team – advisory group to the Curriculum Committee) meets on Thursdays @ 1:30pm – 2:30pm (unless otherwise noted)