
Skyline College

Curriculum Committee

Handbook



Website: <http://www.smccd.net/accounts/skycurr>

Revised: Spring Semester 2001

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Statement On Curriculum Development

One of the most important responsibilities of community college faculty is the development of curriculum which includes all of the following:

- Developing new programs (degree and certificate programs)
- Developing new courses to meet program, transfer, community, or student needs
- Modifying courses to maintain currency or to strengthen offerings
- Deleting courses and programs that are no longer needed

Curriculum development is initiated, normally, at the department level and should include review by department or division faculty in cooperation with the division dean.

The Curriculum Committee, a standing committee of the Skyline College Academic Senate, is the review body for new programs, new courses, modified courses, and deleted courses. Although it has other responsibilities, the committee currently spends the majority of its time on these four developmental areas of the college curriculum.

Curriculum Committee Review Processes

I. Membership

Voting Members:

6 Faculty Representatives – one from each of the 5 Instructional Divisions and one from Counseling

Non-Voting Members:

1 Faculty Representative from Instructional Technology and Resources
1 Student Representative
1 Classified Representative
Articulation Officer
Matriculation Coordinator
Dean of Admissions and Records
Vice President of Instruction
Administrative Assistant to the Vice President of Instruction (serves as Secretary to the Curriculum Committee)

II. Meetings and Deadlines

At the beginning of the academic year, the faculty Curriculum Committee Chairperson and the Vice President of Instruction develop and publish a calendar of meetings and deadlines. Currently, the Curriculum Committee meets on the first and third Wednesday of each month. Materials to be reviewed by the committee must be submitted to the Office of the Administrative Assistant to the Vice President of Instruction by 11:00 a.m. on the Friday before a Curriculum Committee meeting.

III. Approval Documents

Form	Name	Information
Form A	New Degree/Certificate Program	
Form B	Program/Course Deletion	
Form C	Degree/Certificate Program Changes	Information item only
Form D	New Course	Requires Course Outline & if applicable Prerequisite Content Review Form
Course Outline	Course Outline Form	Course Outline Guidelines)
Prerequisite, Co-requisites	Content Review Form	English Outcomes for Prerequisites
Form F	Course Modifications	Course Outline for major changes; Prerequisite Content Review Form when applicable
Form X	Courses Numbered 680 -880	Information item only; Experimental Course Guidelines Sheet
On-Line Courses and Distance Education	Technology Mediated Instruction	Distance Education or Technology Mediated Courses
Directions	Form Directions	Instructions on using Word's forms.

IV. Advisors on Curriculum Matters

Curriculum Committee Forms and Course Outlines

- Curriculum Committee Chair
- Division Deans
- Administrative Assistant to Vice President of Instruction
- Curriculum Committee Members

Course Numbering

- Division Dean
- Vice President of Instruction
- Administrative Assistant to Vice President of Instruction

Units, Hours, FLC

- Division Deans
- Vice President of Instruction

Committee Procedures

- Curriculum Committee Chair
- Vice President of Instruction

Degree & Certificate Program Development

- Curriculum Committee Chair
- Division Dean
- Vice President of Instruction

Note: All Curriculum Committee members are available to assist faculty in curriculum development.

Expectations Of Curriculum Committee Members

Committee members will receive an *agenda* with accompanying materials on the Monday prior to a Curriculum Committee meeting. Members are expected to review the materials before the meeting and be prepared to make a decision on the course or program proposal after the Committee's discussion.

The *Curriculum Standards Handbook* (pp.7-8) discusses the scope of responsibility of Curriculum Committees.

Curriculum Standards Handbook

This important document was developed by the Chancellor's Office of the California Community Colleges for Curriculum Committees and Instructional Administrators. Each member of Skyline's Curriculum Committee is given a copy. The handbook contains the Title 5 standards on the following issues important to curriculum review:

- Standards for the Associate Degree (pp. 21-23)
- Standards for Credit Courses Applicable to the Associate Degree (pp.23-25)
- Regulations on Course Prerequisites (pp. 28-31)
- Provisions for Special Classes (pp. 31-34)
- Regulations on Repeatable Courses (pp.34-35)
- Standards on Distance Learning Courses or Sections (pp. 35-38)

The handbook also contains information regarding state approvals on courses and programs. These matters are coordinated by the Vice President of Instruction.

Transferability Of Courses

California State University: The Curriculum Committee may approve a course as suitable for transfer to the California State University. The course is then submitted to CSU for recording on their list. Unless the course is challenged by CSU, the course remains on the list.

University of California: Although the Curriculum Committee may approve a course as suitable for transfer to the University of California, a course is not officially transferable to UC until the course is approved by the system-wide office of the University of California. The College may submit courses for UC review and approval once a year (traditionally at the end of the calendar year). Normally, courses are not designated as transferable to UC unless there is a comparable course taught at a University of California campus.

CSU General Education Breadth Requirement Approval: Although the Curriculum Committee may approve a course as suitable to meet a CSU General Education Breadth Requirement, the course must be submitted for CSU approval. Submissions are made once a year, usually at the end of the calendar year.

IGETC Approval: Although the Curriculum Committee may approve a course as suitable for the Intersegmental General Education Transfer Curriculum, the course must be submitted for IGETC approval. Before it can be submitted for IGETC approval, it must be approved as transferable to CSU and UC. Getting a new course on the IGETC list normally takes 1.5 to 2 years!

Curriculum Web Page

To access the Skyline Curriculum Committee Web page, key in the following URL in your browser window: <http://www.smccd.net/accounts/skycurr/>. A second way to find the Curriculum Committee web page is to go to the Skyline College web site (skylinecollege.net) and then click the links below:

- ★ **Search** (last button on the menu)
- ★ **Academic Senate** (alphabetical order)
- ★ **Curriculum Committee** (alphabetical order).

Once you are at the web page, you will find the following information:

- ★ **Home** – a brief explanation of the charge of the Curriculum Committee
- ★ **Members** – a list of committee members with their telephone numbers and e-mail address links
- ★ **Calendar** – a list of all meetings and deadlines for submitting curriculum materials
- ★ **Minutes & Agendas** – links to all meeting minutes and agendas
- ★ **Forms** – links to download the most up-to-date Skyline forms and related instruction and information sheets. There are also links to other Curriculum Resources
- ★ **District Curriculum** – district curriculum agendas and minutes
- ★ **Program Review** – in progress
- ★ **Curriculum Handbook** – in progress

Appendices

- A. Curriculum Committee Calendar
- B. Curriculum Forms
 - a. Form A – Proposed Instructional Program
 - b. Form B – Program/Course Deletion
 - c. Form C – Degree/Certificate Program Changes
 - d. Form D – New Course Request
 - e. Technology Mediated Course Checklist & Instructions
 - f. Content Review Form for Prerequisites
 - i. Selected English Outcomes
 - g. Course Outline Form
 - i. Guidelines for Preparing Course Outlines
- C. Guidelines & Criteria Statements
 - a. Ethnic & Cultural Diversity Criteria
 - b. Personal Development Criteria
 - c. Experimental Course Guidelines
 - d. Individual Study Course Guidelines
- D. CSU General Education Guidelines
- E. California Community Colleges Curriculum Standards Handbook

Appendix A

Curriculum Committee

Calendar

Appendix B

Curriculum Forms

Appendix C

Guidelines & Criteria Statement

Appendix D

CSU

General Education

Guidelines

Appendix E

California Community Colleges Curriculum Standards Handbook



Curriculum Committee



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Skyline College Curriculum Committee Calendar 2000-2001

Meeting Dates & Curricula Deadlines

Note: Meetings are held in room 1319 and begin at 2:10 p.m.

Meeting Dates	Agenda Deadlines
Wednesday, September 6 <i>[DEADLINE for courses to appear in the Spring 2001 Schedule]</i>	Friday, Sept. 1 by 11 a.m.
Wednesday, September 20	Friday, Sept. 15 by 11 a.m.
Wednesday, October 4.	Friday, Sept. 29 by 11 a.m.
Wednesday, October 18	Friday, Oct. 13 by 11 a.m.
Wednesday, November 1	<i>Program Review Presentations</i>
Wednesday, November 15 <i>[DEADLINE for courses to be submitted to the UC system for UC transfer. DEADLINE for courses to be submitted to the UC and CSU systems for review for inclusion on the IGETC list and the CSU General Education list.]</i>	<u>Thursday</u> , Nov. 9 by 11 a.m.
Wednesday, December 6 <i>[DEADLINE for courses to appear in the Summer 2001 Schedule]</i>	Friday, Dec. 1 by 11 a.m.
Wednesday, January 31 <i>[DEADLINE for courses to appear in the Fall 2001 Schedule]</i>	Friday, Jan. 26 by 11 a.m.
Wednesday, February 7	Friday, Feb. 2 by 11 a.m.
Wednesday, February 21 - [Optional Meeting]	<u>Thursday</u> , Feb. 15 by 11 a.m.
Wednesday, March 7	Friday, Mar. 2 by 11 a.m.
Wednesday, March 21	Friday, Mar. 16 by 11 a.m.

Wednesday, April 4	Friday, Mar. 30 by 11 a.m.
Spring Recess	April 9 - 13, 2001
Wednesday, May 2 <i>[DEADLINE to submit updates/revisions for the 2001-2002 Catalog Supplement]</i>	Friday, April 27 by 11 a.m.
Wednesday, May 16 <i>[Final meeting of the 2000-2001 academic year.]</i>	Friday, May 11 by 11 a.m.

To view or print the Curriculum Committee Calendar in Microsoft Word click [Calendar](#).

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For problems or questions regarding this web contact [Margery Meadows](#)

Last updated: January 31, 2001.