

CURRICULUM DESIGN
INSTRUCTIONAL PROGRAMS AND COURSES

EFA
(LOCAL)

CURRICULUM
COMMITTEE

The basic task of the committee shall be to collect and analyze educational program data with the assistance of program supervisors and to prepare reports for the College President.

For establishing new programs of study, courses, or conducting program reviews/revisions at the College District, the following procedures shall be followed:

1. The College President, deans, division chairs, or instructors at the College District shall initiate a new offering.
2. Survey and research shall be conducted by appropriate faculty member or members.
 - a. Academic programs and courses — Research on courses taught in senior colleges and universities in the first two years and courses taught in other junior colleges.
 - b. Technical-vocational programs — Research based on needs of the community and needs of students. This would involve the use of advisory committees.
 - c. Articulation of Short Courses — Short courses to be evaluated for possible articulated credit into the existing technical program.
3. The faculty shall submit its report to the curriculum committee.
4. The curriculum committee shall approve the new course or program.
5. The approved course or program shall be submitted to the administrative council and to the College President for their approval.
6. The proposed courses or programs shall be submitted to the Board for its approval.
7. The academic and vocational courses shall be submitted to the Coordinating Board for approval.
8. The courses and programs shall be evaluated and monitored for progress and degrees of success.
9. Appropriate summary data provided by the office of institutional research shall be reviewed.
10. Recommendations shall be made to the administrative council regarding strategy modifications.

11. Recommendations shall be made to the administrative council to implement, expand, reduce, or terminate specific program areas.

When circumstances require in-depth information about a specific program, a Phase II Study shall be conducted by the curriculum committee to include additional data collection and analysis. In such cases, the committee may survey students, community groups, professionals in the field, and external agencies to determine the most current and accurate trends available. This report shall be presented only to the College President.