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## The Curriculum Development Process

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- Step 1:** Develop Tentative Course Outline or Proposal for New Course or Program  
*Next*
- Step 2:** Discuss with Department Chair, Curriculum Representative, and Chair/Leader of other Impacted Departments/Areas (Consideration of cross-listing should be done here)  
*Next*
- Step 3:** Consult with Curriculum Chair, Articulation Officer, and Librarian  
*Next*
- Step 4:** Submit Formal Written Proposal to Department for Discussion/Approval (Include your Curriculum Representative)  
*Next* May Make Revisions and Resubmit
- Step 5:** Department(s)/Area vote for approval is recorded, Department Chair and Library Sign-Off  
*Next*
- Step 6:** Submit Completed Proposal to Curriculum Committee (Chair, Vice Chair, Articulation Officer, and Secretary) for Review  
*Next* Make Revisions as needed
- Step 7:** Course put on Agenda for Curriculum Committee  
*Next*
- Step 8:** Faculty Member(s) and Department Chair Present to Curriculum Committee  
*Next* Proposal Rejected

Forward Recommended Load Factor to Faculty Association

Proposal Returned to Department for Revisions

The curriculum of a college is the manifestation of its philosophy. Therefore, additions and changes to the curriculum must be carefully developed and considered by all involved in the curriculum process.

The Curriculum Committee is a joint committee of the Academic Senate with responsibility for the process of "mutual agreement" regarding curriculum matters as defined in Board of Trustees Policy. Policy and implementation recommendations prepared by the Curriculum Committee are forwarded to the Academic Senate for ratification. If ratified, the approved items are submitted to the SMC Board of Trustees for acceptance.

### From Idea to Course Outline

Please read the entire outline and all of the links below.

#### Step 1: Develop Tentative Course Outline or Proposal for New Course or Program

##### Course Outline of Record

All you really wanted to know about a course outline of record. This link explains the differences between a syllabus and an Outline of Record. TBA

**Model Course Outlines**

Here are samples of what a SMC course outline of record might look like.

TBA

**[Bloom's Taxonomy](#)**

What verbs should I use when putting together my course objectives? You will find this link very helpful.

**Step 2: Discuss with Department Chair, Curriculum Representative, and other Impacted Departments/Areas**

Proposer(s) complete a working draft of course outline or program proposal that incorporates the ideas for a new course or program.

Proposer(s) talk with the department chair to see if the proposed course fits into the department's overall program and to determine if the department has the personnel and resources to support such a course. Faculty members who propose a course/program that affects several departments/areas meet with the chairs/leaders of all departments or areas that the course/program would impact.

Proposer(s) develop a tentative bibliography and submit it to the Librarian to determine if the college has the print resources to support the course.

To assure that resources (computers, media, books, etc.) are available, proposer(s) meet with representatives of other areas whose support is necessary to the success of the course.

**Step 3: Consult with Curriculum Chair, Vice Chair, Curriculum Secretary, Articulation Officer, and Librarian**

All courses require a Library signature. Make the Library aware of your course proposal as early as possible. This allows time to find materials currently available in the Library collection as well as acquire supplemental materials to support your course. Students use the Library collection to help themselves succeed even when the course is conceived as not requiring additional materials. Contact Carol Womack for assistance in this process and the required signature.

[Guido Davis Del Piccolo](#), Chair, 3561

[Georgia Lorenz](#), Vice-Chair, 4710

[Estela Narrie](#), Articulation Officer, 8557

[Brenda Antrim](#), Librarian, 3538

**Step 4: Submit Formal Written Proposal to Department for Approval**

TBA

**[Minimum Qualifications for instructors teaching your class](#)**

Who should teach the class? The state has identified minimum qualifications for faculty teaching in a discipline. Some disciplines require a Master's Degree, others do not. What disciplines should meet the minimum requirements to teach your course.

**Step 5: Department Chair and Library Sign-Off****Step 6: Submit Completed Proposal to Curriculum Committee Secretary for Review****Step 7: Course put on Agenda for Curriculum Committee****Step 8: Faculty Member(s) and Department Chair Present to Curriculum Committee****Curriculum Committee Approval**

1. The Curriculum Committee secretary determines that the proposal is complete and with the Curriculum Committee chair edits it for grammar, spelling, and compliance with guidelines before putting it on the agenda. The item should be returned to the department for substantive changes.
2. When the proposal goes on the agenda, the committee secretary notifies the department chair at least 72 hours in advance of the scheduled meeting.

The proposer(s) and the department chair or designee should attend the meeting at which the proposal is presented. Although the Course Approval Data Sheet and the Course Outline of Record, or Program Proposal should be complete and self-explanatory, the proposer should be prepared to give a brief overview of the proposal justification and answer any questions about the proposed course or program in detail, including the need for such a course or program, materials used, objectives, and methods of instruction and assessment.

Any relevant texts and supporting information may be presented to the committee to augment the details contained in the proposal.

3. After the presentation of the proposal, the Curriculum Committee discusses the proposed course and votes to either (1) recommend approval of the course to the Academic Senate and Superintendent/President, (2) return the proposal to the department with recommendations for further development or revision, (3) return it to the department with notification that the course proposal has not been approved, (4) the Curriculum Committee chair will notify the department chair verbally or by email within two days of the Committee's decision.
4. If approved by the committee, the course will be presented to the Academic Senate for approval. If the course is returned to the department without approval, the proposer(s) may request a meeting with the committee chair to discuss the reason(s) for non-approval. The proposal may be resubmitted to the Curriculum Committee.

5. Final Approval: The Curriculum Committee Chair recommends acceptance of any course the committee has approved to the Academic Senate.

The Academic Senate ratifies the course.

The course is presented to the Board of Trustees for inclusion in the Santa Monica College curriculum.

You may request supplemental materials be added to the Library collection using the online request form at: <http://library.smc.edu/services/purchase.html>.