Administrative Regulation
Chapter 4 – Academic Affairs

AR 4020 CURRICULUM COMMITTEE STRUCTURE, FUNCTIONS, RESPONSIBILITY, AND CURRICULUM APPROVAL PROCESS

Per Title 5 § 55002, the Academic Senate Joint Curriculum Committee shall be established by the mutual agreement of the Academic Senate and college and/or district administration.

1. Committee Structure

A. The Curriculum Committee is a joint Academic Senate/administration committee in accordance with Board Policy 4020 and the Bylaws of the SMC Academic Senate to include five (5) administrators, nineteen (19) regular or contract faculty members, a Curriculum Specialist, and two (2) students. Each member has one vote with the exception of the non-voting Library faculty member, the Curriculum Specialist, and the committee chair, who votes only in the event of a tie vote.

1) Five administrators, including those most directly concerned with curriculum are appointed by the Superintendent/President or designee. One of the administrators will be designated to serve as vice-chair to the Committee.

2) Two students are selected according to the Bylaws of the SMC Associated Student Government.

3) Nineteen regular or contract faculty members are selected to serve on the Committee as specified below:

a) Fifteen regular or contract faculty members are elected by the following department(s) to staggered three-year terms according to the guidelines of elections specified in Academic Senate Bylaws:

1. Art, Dance, Music, Theatre Arts
2. Business
3. Communication and Media Studies
4. Cosmetology, Photo/Fashion
5. Counseling
6. Computer CSIS
7. Design Technology
8. Early Childhood Education, Psychology
9. English
10. English as a Second Language, Modern Language and Culture
11. Health Science, Kinesiology/Physical Education
12. History, Philosophy and Social Science
13. Mathematics
14. Physical Science, Life Science, Earth Science (Seat 1)
15. Physical Science, Life Science, Earth Science (Seat 2)

b) Two faculty members appointed by the Academic Senate President to one-year terms as specified below:
    i. One Articulation Officer if said position is a faculty position.
    ii. One At-Large member or Two At-Large members if Articulation Officer is not a faculty position.
c) One faculty Librarian appointed by the Academic Senate President to a one-year term as a non-voting member of the committee.
d) One additional faculty member is appointed by the Academic Senate President to a one-year term as chair of the committee (and votes only in the event of a tie.) The committee chair represents the Senate in all committee deliberations.
e) If any seat cannot be filled with a member from the appropriate department(s), a faculty member from another department will be appointed by the Academic Senate President as an additional At-Large member.

4) Curriculum Specialist – added as a non-voting member

5) Reconfiguration of the committee will be considered every three years (commencing Fall 2013) or anytime there is a reconfiguration of current departments.

2. Committee Functions

The functions of the Curriculum Committee, as detailed in the Academic Senate Constitution and Bylaws and in compliance with Title 5 (Section 51022a) and the Education Code Section 78016, include the following:

A. to review and recommend to the Academic Senate action on existing and proposed curricula, courses, prerequisites, corequisites, advisories and programs;
B. to encourage and recommend development of new curricula;
C. to assist faculty in preparing curricular proposals to meet Title 5, other relevant regulations and district goals and objectives as stated in the college's mission;
D. to disseminate curricular information and recommendations to the department chairs and the Academic Senate;
E. to implement appropriate state-mandated regulations or policies that affect curriculum;
F. to recommend to the Academic Senate additions, deletions, and modifications in general education patterns for degrees, the Intersegmental General Education Transfer Curriculum (IGETC), and the California State University (CSU) General Education Certification Requirements;
G. to recommend to the Academic Senate proposals to implement curriculum transformation;
H. to ensure that the Santa Monica College catalog contains only those courses offered on a regular basis;
I. to request, consider, and respond to reports from various Academic Senate committees and college groups that have a direct bearing on matters of curriculum;
J. to help ensure that the curriculum at Santa Monica College supports the college's mission, supports its goals, and meets the needs of its students;
K. to approve alternative delivery methods;
L. and to perform other duties assigned by the Academic Senate president with the advice and consent of the Senate.

3. What the Curriculum Committee Handles

The following items come before the Curriculum Committee for review and approval:

A. credit and noncredit courses;
B. changes in courses, which may include but are not limited to:
    1) prerequisites, corequisites and skills advisories,
    2) catalog description,
    3) content,
    4) objectives
    5) student learning outcomes
    6) lecture/lab/arranged hours,
    7) number of units;
    8) alternative delivery methods (e.g. distance education);
C. credit and noncredit programs (i.e., degrees, certificates of achievement, and department certificates);
D. changes in programs, which may include but are not limited to:
    1) prerequisite requirements (including admission criteria to a particular program),
    2) catalog description
    3) program learning outcomes
    4) requirements (units, structure, electives)
E. deletion of courses;
F. courses to be included in or deleted from local general education, IGETC, and CSU GE patterns;
G. changes to or inclusion on the Disciplines List;
H. repeatability of courses according to Title 5 standards;
I. not-for-credit Community Services courses (review only; see BP 4400).

4. Committee Meetings

A. A quorum must be present to conduct official committee business. A quorum consists of ten voting faculty members and three administrators. Student attendance is not necessary to achieve a quorum.
B. The committee usually meets the first, third, and (when necessary) the fifth Wednesday of each month during the fall and spring semesters in the afternoon.
    1) Meetings are open to all who wish to attend.
    2) If extraordinary circumstances require it, special meetings may be called by the chair during the winter and summer sessions.
C. Agendas are prepared by the Curriculum Committee chair and/or vice-chair.
    1) Agendas are distributed to committee members and are posted electronically and in the Academic Senate office (visible from the outside) at least seventy-two hours prior to each scheduled meeting.
    2) Included with the agenda sent to members of the Committee are the minutes of the previous meeting, the information for any courses and/or programs to be considered at the meeting, and any documents that will be discussed.

5. Curriculum Committee Members: Responsibilities and Participation Guidelines

Responsibilities

A. Preparation for the meetings by reading beforehand all materials distributed with the agenda.
B. Attendance at all meetings. In case of time conflict or illness, the member should notify the Curriculum Committee chair, vice chair, and/or the individual who serves as committee secretary.
C. Familiarization with the documents most often referred to in committee work, especially:
    1) the SMC catalog and the SMC Vision and Mission Statement
    2) relevant Title 5 and Education Code regulations,
    3) general educational patterns for SMC, IGETC, and CSU,
    4) the Disciplines List,
    5) all relevant Board of Trustees policies and Administrative Regulations.
D. Careful review of submitted Course Outlines of Record to determine (a) if they meet the criteria for any prerequisites, corequisites or advisories and (b) if they detail sufficiently the rationale for the course, the course materials, and the methods of presentation and evaluation.
E. Report regularly to the constituency from which the member was elected.
F. Members of the Curriculum Committee shall be provided with training regarding the rules, regulations, and local policies applicable to the approval of credit programs, including, but not limited to, the provisions of articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);
G. The Superintendent/President, Chief Instructional Officer, President of the Academic Senate, and Chair of the Curriculum Committee shall annually certify to the Chancellor compliance with the requirements related to the approval of credit courses as described in Title 5 Section 55100.

Participation Guidelines

To assure positive, open, and effective discussions both between the committee and a proposer and within the committee itself, the Curriculum Committee member should:

A. keep an open mind; listen to and carefully consider a proposer's or a committee member's responses;
B. ask positive questions that elicit clarification and discussion; ask follow-up questions when appropriate.

6. Curriculum Committee Approval Process

A. Faculty originate and submit proposals for new courses or programs or for changes to existing courses or programs via SMC's curriculum management system. The specific steps involved in the various approval processes are found on the Curriculum Committee website.

B. Proposals are reviewed for approval and applicable feedback is given to the originator by the:

    (1) Department Chair of the sponsoring department and, if applicable, the Department Chairs of other impacted departments;
    (2) Departmental Curriculum Representative;
    (3) Curriculum Chair, Vice Chair, and Articulation Officer;
    (4) 508 Compliance Officer (if the proposal involves DE delivery);
    (5) Librarian member of the Curriculum Committee; and
    (6) (6) Departmental Faculty.

C. Departmental faculty must vote in support of proposals in order for the approval process to continue. Votes are required and recorded for the following:

(1) New courses or programs or substantial changes (as published by the Curriculum Committee) to existing courses or programs;
(2) New prerequisites, corequisites, and/or advisories or changes to existing prerequisites, corequisites, and/or advisories (if applicable);
(3) Distance Education delivery (if applicable); and
(4) Global Citizenship (if applicable).

D. The Curriculum Chair and/or Vice Chair determine that proposals are complete and in compliance with relevant regulations before placing proposals on the Curriculum Committee agenda.

E. All department chairs receive notification of electronic access to the agenda at least 72 hours in advance of a scheduled meeting. If the proposal is an Action Item on the agenda, the originator(s) and the department chair or designee should attend the meeting at which the proposal is presented.

F. After the presentation of the proposal, the Curriculum Committee discusses the proposal and votes to either
1) recommend approval to the Academic Senate,
2) recommend approval contingent upon completion of specific requested changes by a designated deadline,
3) return the proposal to the department with recommendations for further development or revision,
4) return it to the department with notification that the proposal has not been approved. If changes are requested and/or the proposal is returned to the department, the Curriculum Chair will notify the department chair within two days of the Committee's decision.
1. Committee votes are required and recorded for the following:
i. New courses or programs or substantial changes to existing courses or programs;
ii. Prerequisites, corequisites, and/or advisories (if applicable);
iii. Distance Education delivery (if applicable); and
iv. Global Citizenship (if applicable).

2. If a proposal is returned to the department without approval, the proposer(s) may request a meeting with the Curriculum Chair to discuss the reason(s) for non-approval. The proposal may be resubmitted to the Curriculum Committee.

G. Any proposal approved by the Curriculum Committee is recommended by the Curriculum Chair for approval by the Academic Senate.

H. Proposals approved by the Academic Senate are presented to the Board of Trustees for inclusion in the Santa Monica College curriculum pending Chancellor's Office approval (if required).

I. All approved courses and programs will be reported to the California Community Colleges Chancellor's Office Curriculum Inventory, with the exception of department certificates.

J. With the exception of department certificates, only courses and programs that have been approved by the California Community Colleges Chancellor's Office may be offered.

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standard 2;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

(Replaces former SMC AR 5110)

Reviewed and Revised: 7/22/08, 3/16/2016, 1/31/2017, 5/5/2022
Approved by the Curriculum Committee 10/01/03, 3/16/2016, 5/04/2022
Revised: Academic Senate approval 5/15/07, 5/17/2022,
Superintendent/President approval 7/30/07, 5/24/2022
Revised: June 2024 (references only)
Revised: Academic Senate approval: 10/13/2026
Senior Staff approval: 10/20/2026
Superintendent/President approval: 10/20/2026