

Chapter 4 – Academic Affairs

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The Vice President, Academic Affairs, shall administer these procedures.

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The courses and programs developed by the departments of the college shall relate directly to the educational mission of the California community colleges and to the mission of Long Beach City College.

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The curricula as developed by the various departments shall be consistent with the college's Strategic Plan, Strategic Enrollment Management Plan, and educational plans of the departments.

office of the Vice President, Academic Affairs for formatting and review, and through this office to the Superintendent-President for placement on the agenda of the Board of Trustees. The President of the Academic Senate shall then present Curriculum Committee proposals to the Board of Trustees for information or approval.

- A. **4** The procedures used to review, recommend, approve, and implement courses and instructional programs shall comply with the provisions of Title 5 and guidelines from the California Community Colleges Chancellor's Office and in consultation with Academic Services.

- B. **5**
 - 1. Review and make recommendations regarding new courses, courses to be inactivated, and modifications in existing courses.
 - 2. Review and make recommendations regarding the feasibility, appropriateness, and need for proposed educational programs.
 - 3. Review and make recommendations regarding the appropriateness, need, effectiveness, and priority of existing educational programs.
 - 4. Review and make recommendations regarding the appropriateness, need, and priority of proposed and existing courses within existing programs.

14. Disseminate information and train faculty and administrators regarding curriculum and instruction.
15. Annually review information in the college catalog, the official legal document describing all courses, curricula, degrees, and educational policies and programs of the District, to determine the accuracy of information on curriculum and instruction.

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1. Curriculum Committee and subcommittee meetings shall be held regularly, and meeting schedules and locations shall be published in advance.
2. Minutes, summaries, and consent agendas shall be published on the college website. Minutes, summaries, and consent agendas will be kept on file in the Academic Senate Office.

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2. Faculty Members (or designee) by position:

- a. Academic Senate President
- b. LBCCFA President or designee
- c.

1. The term of office for the chair of the Curriculum Committee shall be three years. The Curriculum Committee Chair can serve more than two terms, but only two consecutively.
2. The term of office for elected faculty members shall be three years.
3. The members of the standing subcommittees shall serve three-year terms.
4. The term of office for the subcommittee chairs shall be three years, and the terms shall be staggered.
5. The term of office for the Past Curriculum Committee Chair shall be one year.
6. If an elected Curriculum Committee member misses three consecutive Curriculum Committee or three consecutive subcommittee meetings without informing the chair, this will be considered an act of resignation and the election process initiated.
7. If an elected Curriculum Committee member chooses to resign before the conclusion of the term, the member must inform the Curriculum Chair in writing in order to initiate an election of the new department representative. Election timelines are at the discretion of the Curriculum Chair and the Academic Senate President if they are prior to the standard end of spring semester elections.

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1. The chair of the Curriculum Committee shall be an elected faculty member and shall be elected by the Curriculum Committee for a three-year term. The Curriculum Committee Chair is a member of the voting body and shall vote only to rectify a situation when voting results in a tie. To fill the Curriculum Committee Chair's vacated Department Representative position, the Department will elect a replacement to serve the remainder of the Curriculum Committee Chair's term. If the Curriculum Committee Chair is elected for a second term, another election will be held in the Curriculum Committee -3 (C)6 (o)10 (m)-3 (m)-3 66 (ur)7 (r)7 (i)6 (o)10 (t)1.9 (t)2 (e) C(i)6 (t)2 (t)7 (r)7 (i)10 (m)-3 (m)-3 66 ((t)1.7 (r)7 (i)6 (t)2 (m)10 (t)1.9 (t)2 (e)10 (e)10

Senate Executive Committee for the duration of the term of office as Curriculum Committee Chair.

3. The Curriculum Committee Chair and the Vice President of Academic Affairs shall meet regularly (minimally once a month) to discuss curricular issues.

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1. [REDACTED]

a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
- (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible (including a counselor)
- (3) One student from the Curriculum Committee
- (4) Matriculation Coordinator
- (5) Dean, Enrollment Services (or designee)
- (6) One instructional dean as administrator liaison
- (7) Curriculum Committee Chair, non-voting

b. [REDACTED]

- (1) Review and recommend to the Curriculum Committee modifications in academic standards and policies including, but not limited to, grading, prerequisites, credit/noncredit, experiential learning, innovative instruction, independent study, distance education, work experience, dean's list, credit by examination, unit limitation, advanced placement, academic renewal, probation, and dismissal.
- (2) Review and recommend to the Curriculum Committee policies and standards for the conduct of classroom research.
- (3) Review and recommend to the Curriculum Committee policies and standards for assessment, placement, and evaluation of student outcomes in placement, remediation, and proficiency/competency testing.
- (4) Conduct routine review of existing policies and procedures on a six-year cycle.

2. [REDACTED]

- a. Membership:
- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a chair from the Curriculum Committee at large.
 - (2) One-third of the elected Curriculum Committee faculty members, with as broad a college representation as possible
 - (3) One student from the Curriculum Committee
 - (4) Transfer Center Coordinator
 - (5) Honors Program Coordinator
 - (6) Articulation Officer
 - (7) Dean, Enrollment Services (or designee)
 - (8) One instructional dean as administrator liaison
 - (9) Curriculum Committee Chair, non-voting
 - (10) Dean, Academic Affairs, non-voting
 - (11) Curriculum Specialist, non-voting
 - (12) Articulation Specialist, non-voting
- b. The Associate Degree and General Education Subcommittee shall:
- (1) Review and recommend to the Curriculum Committee modifications to the Associate Degree and/or Certificates.
 - (2) Review and recommend to the Curriculum Committee modifications to the General Education Patterns, and certificates.
 - (3) Review and recommend to the Curriculum Committee additions or modifications in proficiency requirements for the college curriculum.
 - (4) Review and recommend to the Curriculum Committee the appropriateness of courses to be added to the Associate Degree and General Education requirements and/or patterns.
 - (5) Resolve inter-program conflicts resulting from curricular overlaps.
 - (6) Review and recommend to the Curriculum Committee all proposed additions of new programs for appropriateness in meeting the mission, goals, and Strategic Plan of the college.
 - (7) Review and recommend to the Curriculum Committee the program descriptions for the catalog.
 - (8) Review documents to be submitted to the Curriculum Committee for completeness, accuracy, and compliance with state standards and regulations as appropriate.

- (9) Ensure that all supporting documents for programs are housed in Academic Senate and Academic Services.

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a. Membership:

- (1) The Chair shall be a faculty member elected by the subcommittee from the elected faculty members on the subcommittee. If no one from the subcommittee is willing to be elected chair, the subcommittee may nominate a

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- d. A division of leadership responsibilities between the faculty chair and the Dean, Academic Affairs, is defined in the *Curriculum Handbook*.
- e. Upon favorable recommendation, new courses are presented to the Curriculum Committee on a Consent Agenda. Upon approval, new courses are forwarded to the Academic Senate President, the Vice President of Academic Affairs, and the Superintendent-President for approval signatures and inclusion on the Board of Trustees' agenda.

- (5) Review and recommend changes to instructional program plan/review, supplemental program review template.
- (6) Review and recommend changes to

as necessary, and present them to the Committee on Curriculum and Instruction for adoption.

(4) Review institutional student learning outcomes on a regular basis for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Curriculum Committee. Implement an assessment process analyze data, and recommend actions to improve learning at the institutional level to the Committee on Curriculum and Instruction.

(5) Review the college-wide plan for student learning outcomes assessment according to the Student Learning Outcomes Processes Evaluation Cycle for appropriateness in meeting the mission, goals, and objectives of the college and make recommendations to the Committee on Curriculum and Instruction.

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chair position is deemed vacant. The Curriculum Committee Chair will hold an election at the next subcommittee meeting to fill the subcommittee chair vacancy.

department must submit the transfer courses required in the program or used

- K. Once the Chancellor's Office has approved the degrees and/or certificates, the catalog program of study information will be updated and curriculum guides may be posted to the web. The catalog will be published by August of each year and an addendum published in January of each year, if needed.
- L. Upon notice from the state, the Dean, Academic Affairs will notify the program sponsor, appropriate dean, Curriculum Committee Chair, Chair of the Associate Degree/General Education Subcommittee, Vice President, Academic Affairs, and the Articulation Officer so that further local processing can be completed and the new or altered program requirements can be placed into college publications.

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- A. Suggested changes for new or modified administrative regulations or policies may be brought to the Chair of the Academic Policy and Standards Subcommittee by a district faculty member, administrator, or student.
- B. The Academic Policy and Standards Subcommittee will deliberate to determine the appropriateness of requests to address administrative procedures or policies, a prioritization of committee work, and a timeline for such.
- C. Once an administrative procedure, policy, or procedure is brought by the Academic Policy and Standards Subcommittee to the Curriculum Committee for first reading, the Academic Senate President will forward the recommendation to the Vice President of Academic Affairs for review and forwarding to the Superintendent-President for distribution to the President's Leadership Council as an information item. Recommendation by the President's Leadership Council will be communicated to the Chair of the Academic Policy and Standards Subcommittee and from that committee to the Curriculum Committee for final action.

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- a. After an administrative procedure

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A. For each 1 unit of credit, a minimum of 18 lecture contact hours, plus a minimum of 36 additional hours of related independent student work will be assigned, or

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the school. Preliminary research, data collection, and discussion is completed by this group. The new program is proposed to the Chair of the Associate Degree/General Education Subcommittee (hereafter AD/GE), who provides additional consultation.

2. A formal presentation of the proposed program is made to AD/GE which recommends the proposed program to the Curriculum Committee, and if approved, recommends the proposed program to the Board of Trustees.
3. The development of programs requires local and external agency approval.



- A. The department faculty in the discipline in which the program resides shall initiate program modification. Faculty authors modifying programs shall use the process as defined by the AD/GE subcommittee. Faculty proposing changes to a degree or certificate should review the school catalog description. Proposed changes should be electronically submitted to Academic Services along with department minutes, draft curriculum guides, draft program of study, and other supporting documentation. Career Technical Education (CTE) programs must also provide advisory board meeting minutes. Academic Services will forward the documentation to the AD/GE subcommittee.
- B. A program is considered modified if its title, goals, objectives, or unit value become significantly different from those for which the program was originally approved. If the program is considered substantially modified, it is deemed a new program proposal and must be approved by the committees and offices listed under Program Establishment (above).

Also see BP 4020 Program and Curriculum Development, AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4100 Graduation Requirements for Degrees and Certificates, and BP/AP 4220 Standards of Scholarship.