



# Curriculum Handbook

## Chapter 2. Roles and Responsibilities

### 2.1 Faculty Authors

Community college faculty, as empowered by AB 1725 (Vasconcellos 1988), have primacy in the area of curriculum development and as such are solely responsible for managing and updating their curriculum in accordance with standards set forth by California Education Code, California Code of Regulations (title 5), and the *Program and Course Approval Handbook*, as well as local standards. Any full-time faculty member at Napa Valley College may author a curriculum proposal (new, modification, or deletion). Part-time faculty members must get approval from their deans and the Curriculum Committee Faculty Co-Chair in order to gain access to the curriculum management system.

The faculty authors' role in the curriculum development and modification process includes the following:

- Determining appropriate and necessary changes to the college curriculum based on planning processes and extensive discussion with department/division members, the articulation officer, and appropriate administrators
- Generating new course, certificate, or program proposals after carefully investigating and justifying or addressing any overlapping content within existing curriculum
- Ensuring the curriculum proposal is fully vetted and supported within the department/division prior to submission
- Initiating action to modify or delete existing courses, certificates, or programs
- Completing all fields and all forms related to curriculum proposals in the curriculum management system (CourseLeaf CIM)
- Evaluating program impact of course proposals and making appropriate modifications to any affected programs and/or certificates at the same time
- Meeting college, regional, and state deadlines for curriculum review and approval
- Revising proposals or existing CORs in response to Curriculum Committee feedback
- Attending Curriculum Committee meetings when their proposal is on the agenda to answer any questions (or providing relevant information to their faculty representative)

## 2.2 Articulation Officer

Articulation is an ongoing process that assures appropriate articulation of the district's educational programs as mandated by title 5 section 51022(b). The Articulation Officer's position is guided by Administrative Procedure 4050 and the *California Articulation Policies and Procedures Handbook*. The Articulation Officer is a faculty member and voting member of the Curriculum Committee who supports the curriculum development and review process in a variety of ways, including the following:

- Advising faculty about the transferability of Napa Valley College courses
- Advising faculty on Course Identification Numbering System (C-ID) descriptors, submitting course outlines of record for C-ID designation, communicating C-ID status to faculty, and assisting with the C-ID revision process
- Advising faculty on Associate Degree for Transfer (ADT) criteria and requirements; supporting faculty with ADT submissions
- Verifying comparable course offerings for new course proposals at other institutions
- Informally advising faculty authors and the Faculty Co-Chair of possible overlapping content in course proposals
- Facilitating articulation with regionally accredited public and private colleges
- Developing, updating, and maintaining all articulation agreements and related materials
- Reviewing and submitting courses for CSU GE, IGETC and Cal-GETC consideration; managing NVC'S submissions to the ASSIST database
- Attending pre-curriculum meetings
- Co-chairing the local GE subcommittee
- Providing leadership within the college and disseminating information on Chancellor's Office policies and legislative changes that affect articulation

## 2.3 Curriculum Analyst

The Curriculum Analyst helps to connect the work of the committee to other campus and system-wide bodies by providing research and technical assistance, as well as administrative support. The Curriculum Analyst is a voting member of the Curriculum Committee, representing Classified Staff, and carries out the following curriculum-related responsibilities:

- Interpreting and applying curriculum regulations and policies
- Ensuring compliance with curriculum guidelines and regulations
- Researching curriculum issues and preparing technical reports on curriculum, if needed
- Working with the Faculty Co-Chair to maintain and monitor the accuracy of the curriculum database and forms in the curriculum management system (CourseLeaf CIM) and serving as a liaison to the CMS team

- Attending Pre-Curriculum meetings
- Supporting Faculty Co-Chair with posting Curriculum Committee meeting agendas and documents to the college website
- Preparing the curriculum packet for Academic Senate and Board of Trustees agendas
- Submitting new and substantively modified courses and programs to the Chancellor's Office Curriculum Inventory (COCI) for approval/chaptering; submitting course and program deletions to COCI
- Updating curricular changes in the student information system (Colleague) and implementing approved course and program changes in the CMS (CourseLeaf CIM)
- Transferring approved courses and programs into the next college catalog
- Informing and updating the Classified Senate about curriculum changes and actions of the Curriculum Committee

#### 2.4 Librarian Representative

In keeping with best practices recommended by the Academic Senate for California Community Colleges (ASCCC), a faculty librarian checks course proposals to ensure appropriate and adequate library materials and services are available at the college to support new curriculum. The Librarian Representative is also a voting member of the Curriculum Committee.

#### 2.5 Faculty Representatives

Faculty Representatives represent the Academic Senate and serve as liaisons between the Curriculum Committee and faculty members in their division. All faculty representatives are voting members of the committee. Their responsibilities include the following:

- Attending and fully participating in committee meetings
- Serving on subcommittees as needed
- Staying knowledgeable on current curriculum policies, procedures, writing standards, resources, forms and deadline dates
- Providing information and assistance about the curriculum management system (CourseLeaf CIM) for faculty in their division
- Confirming that all curriculum proposals have been fully vetted by department/division faculty
- Reviewing curriculum proposals for discipline- and departmental-specific impact, encroachment, accuracy, and completeness
- Reviewing and critiquing curriculum proposals according to the standards established by the Curriculum Committee and those required by Education Code and title 5
- Informing and updating division faculty about curriculum changes and actions of the Curriculum Committee

- Working with new/incoming program coordinators on any pending curriculum

## 2.6 Division Deans

Division Deans coordinate curricular matters between the Office of Academic Affairs and the divisions they oversee. They provide an important voice on the Curriculum Committee on issues of compliance and feasibility. Deans are non-voting members of the committee. Their responsibilities include the following:

- Reviewing curriculum proposals for interdepartmental and college-wide impact
- Ensuring that the college has sufficient resources and faculty to offer a particular course or program
- Reviewing curriculum proposals for compliance, feasibility, and accuracy
- For Career Technical Education (CTE) proposals, reviewing appropriate selection of codes, consideration of local workforce needs, and compliance with programmatic accrediting agencies

## 2.7 Faculty Co-Chair

A faculty member elected by Academic Senate members on the committee serves as Faculty Co-Chair of the Curriculum Committee. The Faculty Co-Chair conducts meetings of the Curriculum Committee and votes only in the case of a tie. The Faculty Co-Chair receives reassigned time and administrative support to carry out the following duties and responsibilities:

- Serving as a resource person to assist faculty in the development of curriculum proposals
- Reviewing all curriculum proposals for technical accuracy, discipline assignment, and compliance, and working with faculty reviewers and course authors to ensure necessary corrections
- Developing a recommended Curriculum Committee schedule for the year
- Scheduling and conducting the pre-curriculum review meetings
- Preparing agendas and conducting Curriculum Committee meetings
- Reviewing and editing minutes for the committee to approve
- Convening subcommittees and work groups, as necessary, to study particular issues
- Working with the Curriculum Analyst to:
  - Submit curriculum materials for local and state approval/chaptering
  - Maintain the curriculum database and forms in the curriculum management system (CourseLeaf CIM)
- Facilitating CMS training for faculty authors and all committee members

- Maintaining the Curriculum Committee Handbook and developing recommended procedures and forms for the processing of curriculum materials
- Supervising the orientation of new committee members and the ongoing training of continuing members
- Providing advice and guidance to the Curriculum Committee and local Academic Senate on curriculum-related issues
- Presenting the recommendations of the Curriculum Committee and curriculum packet to the Academic Senate
- Signing the Annual Curriculum Approval Certification for all credit and noncredit courses and local programs, in collaboration with the Academic Senate President, Assistant Superintendent/Vice President of Academic Affairs, and Superintendent/President

## 2.8 Administrative Co-Chair

The Assistant Superintendent/Vice President of Academic Affairs serves as the Administrative Co-Chair of the Curriculum Committee and acts as lead for curriculum matters within the executive leadership at NVC. The Administrative Co-Chair supports the work of the committee in the following ways:

- Providing leadership in developing and maintaining curriculum at Napa Valley College
- Ensuring all curriculum proposals are congruent with the California Community Colleges Chancellor's Office development criteria, including:
  - appropriateness to system and institutional mission
  - demonstrated need
  - accordance with all state and local curriculum standards and Accrediting Commission for Community and Junior Colleges (ACCJC) standards
  - adequacy of college resources
  - compliance with title 5, the *Program and Course Approval Handbook*, Chancellor's Office guidance memos and legal opinions, external licensing agencies, and all applicable state and federal laws
- Authorizing scheduled course and/or program offerings at NVC
- Working with the Faculty Co-Chair to carry out college Curriculum Committee responsibilities
- Communicating all curriculum actions and discussions to the Superintendent/President
- Presenting, along with the Academic Senate President, the curriculum packet to the Board of Trustees for approval
- Signing and submitting the Annual Curriculum Approval Certification form to the Chancellor's Office

## 2.9 Admissions and Records Representative

A member of classified staff working in the Office of Admissions and Records serves as a liaison between that office and the Curriculum Committee. The Admissions and Records Representative is a voting member of the committee and serves as a resource on issues related to transcripts and student records, enrollment processes, student information systems (SIS) coding of audit, course requisite, and degree requirements, and petition forms.

## 2.10 Student Representative

Providing students the opportunity to participate in curriculum processes is not only good practice, but also legally required by title 5 §51023.7 as a defined area of college governance that has a significant effect on students. The student representative on the Curriculum Committee is a full voting member and informs and updates the Associated Students of Napa Valley College (ASNVC) about curriculum changes and actions of the committee.

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