

Discipline Placement Process

Step 1: Identification of Courses Needing Discipline Placement Review

Ideally, courses that potentially overlap disciplines are identified by the author/originator and discussed with faculty from potentially affected disciplines to address issues and interests prior to submission of the proposal. (Discussion may include other relevant constituents, such as faculty chairs and deans as desired or deemed necessary by involved parties, etc.)

However, the author/originator may not recognize the overlap initially due to the interdisciplinary nature of many concepts and skills. In this case, the faculty chair, dean, Curriculum Analyst, Faculty Reviewers, or Curriculum Committee members in general may initiate the process, prior to the proposal being placed on the agenda, by emailing the Curriculum Committee Faculty Co-Chair. Faculty members in general may also initiate the process through their Curriculum Committee representative. Once the course has gone through the curriculum review process and made it onto the agenda, Curriculum Committee members may request first-time discipline placement review, which will be voted on by the committee. The Curriculum Committee Faculty Co-Chair will inform the faculty/author and the Curriculum Committee if discipline placement review is initiated.

Every effort will be made to avoid delays that would prevent courses from moving through the approval process in a timely manner; however, the best way to prevent delays is to have conversations about discipline placement prior to submission of courses.

Step 2: Convening of the Discipline Placement Subcommittee

Identified concerns about discipline placement of a course proposal will trigger review by the Discipline Placement Subcommittee, which will be made up of the Faculty Curriculum Co-Chair as well as at least 3 Curriculum Committee faculty members each representing different divisions but who do not belong to the disciplines involved so as to keep the review objective. The subcommittee will meet to determine next steps and necessary research. They will then individually review the COR, particularly the content, using the MQs and agreed upon criteria and doing research as needed to make their determination. They will then meet to discuss the results of their investigation and to determine a recommendation to submit to the Curriculum Committee. As a subcommittee of the Curriculum Committee, meetings are subject to the Brown Act, will be open to the public, and will provide an announcement of the meeting and its agenda at least 72 hours in advance of the meeting.

Step 3: Informing the Curriculum Committee

The committee will be informed of courses going through the discipline placement review process as well subcommittee meeting dates. The subcommittee's recommendations will be voted on by the committee as an Action Item on an upcoming agenda.

Step 4: Following Approval of Discipline Placement

Once the discipline placement has been approved, the course will continue on through the review process (Library Review, Faculty Review, Articulation Review, and finally agenda).

Step 5: At the Agenda Step after Completion of the Review Process

Once on the agenda, the Curriculum Committee will be voting on these proposals the way we do all courses. Outstanding concerns may be raised and motions made and voted on at that time to address them, including requests for first-time discipline placement review.

Criteria:

The Discipline Placement Subcommittee will consult with the following to make their determination of the appropriate discipline or disciplines:

- 1) Minimum Qualifications
- 2) GE discipline assignments at NVC, IGETC, CSU
- 3) NVC Faculty in the relevant disciplines
- 4) Discipline assignment at other California community colleges
- 5) Other resources as needed