

# Curriculum Review Committee Bylaws

## **Article I. Name and Mission**

A. The name of this body is the Santa Rosa Junior College (SRJC) Curriculum Review Committee (CRC).

### B. Mission

1. The Curriculum Review Committee reviews and approves courses, certificates, and majors that support the SRJC Mission to provide:
  - a. lower division academic education, to support transfer to four-year institutions
  - b. career and technical education, to support economic development and job growth
  - c. basic skills, to include English language skills acquisition
  - d. student and academic support services, to improve student success and student retention
2. The CRC also works with the Office of Curriculum and Educational Support Services (referred from hereon as the Curriculum Office) to provide information, training, systems, interpretation of state regulations, and guiding principles to faculty and staff for developing and revising curriculum that meets Title 5 requirements and SRJC standards of quality.

## **Article II. Purpose, Responsibilities, and Role**

A. The CRC is part of SRJC's participatory shared governance and functions as an Academic Senate Consultation Committee and a Standing Committee with a composition that must be mutually agreed upon by the administration and the Academic Senate.

B. The purpose of the Curriculum Review Committee is to recommend to the local board those courses and programs that meet stated standards.

C. The Curriculum Review Committee is responsible for reviewing and approving:

1. New and revised course proposals for degree-applicable credit courses, non-degree applicable credit courses, and noncredit courses for Title 5 compliance, as represented in the components of the course outline of record, including:
  - a. course name and number
  - b. course description
  - c. student learning outcomes
  - d. objectives
  - e. topics and scope
  - f. assignments
  - g. methods of evaluation
  - h. textbooks
2. Courses in terms of their roles in the program and institution, including:
  - a. transferability
  - b. repeatability
  - c. numbering
  - d. hour and unit consistency
  - e. appropriateness of prerequisites and advisories
  - f. relationship to courses in the department and other departments
  - g. relationship within certificates, majors, or pathways
  - h. C-ID numbering

3. Courses to meet General Education requirements for the Associate Degree and/or to be recommended for the California State University GE pattern or the Intersegmental General Education Transfer Curriculum (IGETC)
4. New and revised certificates and majors
5. Stand-alone courses according to Title 5 regulations
6. Courses for Distance Education delivery

D. The CRC, along with the Curriculum Office, is also responsible for providing training and support for faculty, deans, and support staff participating in Cluster Technical Review Committees (CTRC).

#### E. Roles in the Institution

1. Relationship to the Academic Senate: All actions taken by the Curriculum Review Committee are subject to review by the Academic Senate.
2. Relationship to the Board of Trustees: Through collegial consultation, the CRC provides the Board of Trustees with the advice and judgment of the faculty on curriculum matters. The Dean of Curriculum and Educational Support Services (Curriculum Dean) serves as the Administrative Co-Chair of the CRC, and in collaboration with the CRC Faculty Co-Chair, reports CRC actions to the Board of Trustees for its approval.

### Article III. Membership and Attendance

#### A. Membership

1. As a participatory governance committee, the Curriculum Review Committee has a cross-constituency membership.
  - a. 5 Administrators
    - 1 instructional deans appointed by the appropriate Vice President
    - Dean, Counseling and Support Services
    - Dean, Student Success, Equity and Retention, Student Services
    - Dean of Admission and Records, *ex officio* (non-voting)
  - b. 15 Faculty
    - 14 appointed by the Academic Senate; faculty are chosen to reflect a broad and diverse selection of disciplines
    - Transfer Center Director
  - c. 1 Classified: Articulation Specialist
  - d. 2 Students appointed by the Student Senate
  - e. Total membership is 22 voting members
2. Faculty CRC members are appointed by the Academic Senate President for a three-year term. During their term, members must submit their request for appointment each year of their term through the usual committee membership appointment process conducted by the Senate every spring semester.

#### B. Attendance

1. Active members: A member is considered active through a record of regular attendance.
2. Inactive members: A member is considered inactive under the following circumstances:
  - a. Absence. In the event a member has excessive absences from the agenda meetings (not counting sick days), the two co-chairs will consult with that individual about the position on the committee. If it is deemed that the member will not be able to attend regularly, the co-chairs shall notify the appointing constituency. The appointing constituency (the appropriate Vice President for administrators, Academic Senate for faculty, Student

- Government Assembly for students, and the Vice President of Student Services for the Articulation Specialist) shall appoint a replacement.
- b. Temporary faculty vacancy. At times it may become necessary for a CRC member to vacate a seat temporarily. In the case of a temporary vacancy, the co-chairs will request that the Academic Senate allow the CRC to locate a temporary replacement. The name of this individual will be forwarded to the Academic Senate for confirmation. Such temporary vacancy status may be a result of the following:
    - Sabbatical
    - Long-term leave
    - Semester abroad
    - One-semester class scheduling conflict
    - Voluntary temporary absence
    - Other approved leave as defined in the contract
  - c. Resignation. A vacancy may occur by resignation. Notification will be made to the corresponding appointing constituency and procedures followed according to III.B.2.a.
3. Active membership requirements: During the academic year, if the active membership drops below 50 percent of the official total voting members (i.e., fewer than 11 active members) either:
- a. one or more inactive members must be converted to vacancy status and appropriate steps taken to fill the vacancy(ies), or
  - b. one or more positions must be filled with temporary replacements
4. Until 11 or more active members are serving, the committee will be limited to making recommendations only, and formal approval by the Academic Senate is required prior to being presented to the Board of Trustees.

#### **Article IV. Organization and Leadership**

A. The Curriculum Review Committee shall organize itself at the beginning of the fall semester of each academic year. This will include:

1. Orientation of new members
2. Updates from the Chancellor's Office and in its *Program and Course Approval Handbook (PCAH)*
3. Establishment or confirmation of Cluster Technical Review Committee CRC liaisons
4. Establishment of expected committee business meetings (e.g., last Monday of each month)

B. The Faculty Co-Chair, a three-year term, is elected by the members at the beginning of the final spring semester of the current co-chair's term. This allows the chair-elect to become familiar with the responsibilities of the position. The selection of the chair is dependent on the Academic Senate's appointment of that faculty member for the coming academic year.

#### **C. Officers**

1. The Administrative Co-Chair is the Curriculum Dean. With the support of the Curriculum Office staff, responsibilities include:

- a. Logging in all curriculum submissions
- b. In consultation with the Faculty Co-Chair, preparing and distributing each CRC agenda
- c. Processing paperwork from departments and Cluster Technical Review Committees
- d. Tracking all CRC actions
- e. Maintaining the Curriculum website and CRC/District committee website
- f. Presenting the formal report to the Board of Trustees requesting approval of the CRC actions. This report appears as a line item on the Board's Consent Calendar.

- g. Voting at meetings
  - h. Staying informed of curriculum standards as stated in Title 5, the Chancellor's Office *Program and Course Approval Handbook*, and the regional accrediting body
  - i. Assuring, in conjunction with the Faculty Co-Chair, that committee functions take place smoothly, including those relating to: Cluster Technical Review; prerequisite and advisory review (through Content Review); Distance Education (DE) review; General Education (GE) review; sign-off by the Dean of Learning Resources and Educational Technology, Library and Information Resources; and articulation
  - j. Signing off on the final version of curriculum recommendations to the Board of Trustees
  - k. Reviewing catalog drafts for concurrence with approved changes
  - l. Calling additional meetings as required
  - m. Acting as liaison between the departments, the CRC, and the Information Technology department for all curriculum-relating electronic databases and reporting mechanisms
2. The Faculty Co-Chair is a faculty member elected by the CRC membership and approved by the Academic Senate. Responsibilities include:
- a. Consulting with the Administrative Co-Chair on the agenda for CRC meetings and approving minutes
  - b. Conducting the CRC's agenda meetings
  - c. Voting at meetings
  - d. Providing information, training, and a forum for committee discussion and decision making through regular committee business meetings
  - e. Keeping informed of curriculum standards including Title 5, the Chancellor's Office *PCAH*, and accreditation
  - f. Supervising the orientation of new members and on-going training of continuing members
  - g. Assisting faculty in the curriculum development and revision process
  - h. Serving as a liaison with the Academic Senate, providing reports as requested, and requesting Academic Senate discussion and decisions on issues beyond the scope of the CRC
  - i. Assuring, in conjunction with the Administrative Co-Chair, that committee functions take place smoothly, including: Cluster Technical Review; prerequisite and advisory review (through Content Review); Distance Education (DE) review; General Education (GE) review; sign-off by the Dean of Learning Resources and Educational Technology, Library and Information Resources; and articulation
  - j. Acting as liaison with Cluster Technical Review Committees

## **Article V: Meetings**

A. The Curriculum Review Committee follows a modified version of *Robert's Rules of Order*, using the rules and guidelines to run formal meetings and settle disputes.

### **B. Dates and time**

- 1. Official Agenda Meetings are second and fourth Mondays of each month from 3:15 to 5:15 p.m.
- 2. Formal business Meetings may be established at the initial fall semester meeting or determined as needed through a agreement by the two co-chairs throughout the academic year
- 3. Additional meetings may be called depending upon the curriculum needs of the College

### **C. Quorum**

- 1. Quorum is defined for the CRC as one over 50 percent of the active voting members. If no seats are formally vacated, this number is 11.

2. The ratio of faculty to non-faculty must be no lower than 1:1.
3. For emergency situations when the usual quorum is not present, members may vote upon a temporary quorum to expedite voting at that one meeting.

#### D. Agenda

1. No fewer than five days before each meeting of the Committee, the Curriculum Office will circulate to the CRC members via email an agenda showing the time and place of the meeting and a list of the specific items of business to be brought before the committee. A copy of the agenda will be placed online at the CRC District website.
2. The agenda contains the following elements:
  - a. Action items, including all the new course and course revisions that are scheduled for voting action
  - b. Consent items, which include: any course recommendations made by Cluster Technical Review Committees as a full review regarding minor course modifications; course inactivations or deletions; sub-committee recommendations (e.g., DE, GE); and major and certificate recommendations
  - c. Committee Business
  - d. Informational Items

#### E. Meeting Procedures

1. The minutes of each voting meeting of the Committee are recorded by the administrative assistant of the Curriculum Dean, approved by the co-chairs, and distributed to all department chairs and supervising administrators. Minutes are posted electronically according to College procedures for committees.
2. Guests representing courses on the Action agenda are requested to attend the CRC meeting to provide further information and answer questions from committee members.
3. Each Cluster Technical Review CRC liaison (or another member appointed by the Faculty Co-Chair) will introduce the courses from those departments in the CTRC group. The CRC member will then move to approve the course. After a second from another member, discussion will proceed.
4. In an effort to streamline the approval process, discussion over a course will be limited to about 10 minutes. After that point, the co-chair will ask that the course be tabled and returned to the submitter so that any issues can be resolved, or will ask the committee members to vote on extending the discussion for another 10 minutes.
5. Each Cluster Technical Review CRC liaison (or another member appointed by the Faculty Co-Chair) is responsible for recommending for vote any Content Review or Limits on Enrollment forms that accompany the course.
6. While Consent Agenda items are voted upon without discussion, any CRC member who believes a course or program on the Consent Agenda requires further scrutiny or discussion may move to place that course on the Action Agenda for the current or a future CRC meeting.

#### F. Voting

1. Voting Items on the Agenda
  - a. New course proposals
  - b. Course revisions
  - c. Certificates
  - d. Majors
  - e. Content reviews
  - f. Limitations on Enrollment
  - g. Distance Education

- h. Co-Chair recommendations
  - i. Consent items
  - j. Course reinstatements (must be on Action Agenda)
2. Voting Procedures
- a. Motions will be made using the following wording: “Move to approve”
  - b. Voting will be requested by the following wording:
    - All those in favor?
    - All those opposed?
    - Any abstentions?
  - a. In most cases, voting is verbal “aye” or “nay.”
  - b. Approval is based on a simple majority. In voting situations where a clear majority is not evident, the co-chair will ask for vote by raise of hands and will count votes to determine the majority.

## **Article VI. Cluster Technical Review Committees (CTRC)**

A. Purpose: Cluster Technical Review Committees are the initial step in the formal peer review process leading to approval of curriculum.

B. Membership:

1. Co-Chairs: Cluster Dean and one CRC member, preferably from outside the Cluster, but a member from within the cluster is acceptable if no other CRC members are available to attend CTRC meetings.
2. One representative from each department in the cluster. (Note: Departments not assigned to a regular cluster, such as Library, Child Development, Work Experience, and Kinesiology, Athletics, and Dance (KAD) are assigned by the CRC co-chairs to Cluster Technical Review committees.)

C. Meetings

1. Regular meeting times will be set by each cluster dean in consultation with the department representatives and CRC member.
2. Communications about meeting logistics will be conducted by the dean’s administrative assistant.

C. Attendance: While it is preferable that all department representatives attend every meeting, the minimum membership that is acceptable is the dean, the CRC member, and a faculty member representing the department submitting the courses for technical review.

D. Functions

1. Provide preliminary review for new and revised courses that will be submitted for the CRC Action Agenda.
2. Review all parts of the course outline for revised courses and, when appropriate, recommend for approval on the CRC Consent Agenda.
3. Review and recommend for approval parts of the course outlines when minor changes are made to a course current in its review cycle (i.e., course will be submitted for Course Modifications Only).
4. Review Student Learning Outcomes for certificates and majors prior to posting on their respective websites.

E. Meeting Procedures: Specific practices will be developed by each CTRC, but basic elements include:

1. Whenever possible, a representative—ideally, the submitter—from the submitting department is present at the meeting to answer questions.

2. One member of the CTRC or the dean's administrative assistant makes changes to the electronic version of the course outline, as agreed upon by the CTRC and the department representative.
3. If no department representative is in attendance to approve changes, or if changes require further consultation with department faculty, the course goes back to the department and will go through Cluster Technical Review when those issues have been resolved.
4. It is the submitter's responsibility to ensure any suggested corrections are completed.
5. A record of the CTRC's review of the course, signed by the submitter and dean, is kept on the Cluster Curriculum Technical Review Feedback Form as hard copy and, ideally, in the SIS curriculum module.
6. The dean's administrative assistant is responsible for tracking courses as they go through CTRC and are sent to the Curriculum Office.
7. The CTRC is responsible for the following CRC practices in determining the level of review and approval:
  - a. Course Modification Only, with no change in date of last full review. Recommended for approval on CRC Consent Agenda.
  - b. Course Recommended for Full Review status. All parts of the Course Outline of Record have been updated, and minor revisions of the Course Outline have been reviewed and recommended by CTRC members present. Date of last full review will be updated upon approval by CRC.
  - c. Course submitted for full review on the Action Agenda. All parts of a new course or a course with major revisions have been reviewed. Course will be reviewed by entire CRC.

## **Article VII. Other Subcommittees**

### **A. Distance Education Advisory Committee (DEAC)**

1. Membership
  - a. 1 CRC member co-chair (Faculty Co-Chair or designee from CRC membership)
  - b. 1 representative from the District Online Committee
  - c. 1 or more other faculty member(s) with distance education experience
2. Function
  - a. Review distance education proposals and course compliance with Title 5 regulations for distance education delivery.
  - b. Consult with submitting faculty on any aspects of the course or proposal that may need changes.
  - c. Vote on course distance education proposal, and recommend Distance Education delivery for approval on Consent Agenda
3. Communications: The Administrative Co-Chair's administrative assistant coordinates electronic communication for DEAC members' discussion and voting, and the Administrative Co-Chair notifies the Curriculum Office about courses recommended for the CRC Consent Agenda.
4. Approval and recommendation of a course by DEAC approves the course in terms of Title 5 requirements does not address federal accessibility regulations, which is the responsibility of the faculty designing and implementing the online class.

### **B. General Education Sub-Committee**

1. Membership Chair: Articulation Officer; at least two CRC members.
2. Functions
  - a. Committee oversees recommendation to CRC of courses for Associate Degree GE Option A (Areas A-F), CSU General Education Breadth Option B, and IGETC (Intersegmental General Education Transfer Curriculum) Option C.

- b. Contacts faculty, if necessary, with appropriate expertise for recommendation of courses in Associate Degree GE Option A in Areas G, H, and I and then makes recommendations.
- C. Majors Review Committee (Academic Senate Committee)
  - 1. Membership
    - a. Dean of Liberal Arts and Sciences, Chair
    - b. Transfer Center Director (a CRC member by position)
    - c. 1 CRC member (often the CRC Faculty Co-Chair or designee)
    - d. 1 or more counselor(s)
    - e. other faculty, as appointed by Senate
  - 1. Function
    - a. Review majors being submitted for approval.
    - b. Review Transfer Model Curriculum (TMC) Majors.
    - c. Provide feedback and information to submitting departments, especially concerning TMC.
    - d. Recommend new and TMC majors for approval on CRC Consent Agenda.
- D. *Ad hoc* committees: Membership and function to be discussed and voted upon by the CRC.

**Article VIII. Amendment Process**

- A. The CRC Bylaws may be amended by a two-thirds vote of the active committee membership.
- B. No amendment may be introduced and voted upon at the same meeting.
- C. All changes are to be ratified by the SRJC Academic Senate.

## APPENDIX

A. *Robert's Rules of Order, Newly Revised* (excerpts)

B. The Ralph M. Brown Act (excerpts)

C. Summaries from the Academic Senate for California Community Colleges Website

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### A. *Robert's Rules of Order, Newly Revised* (excerpts)

*Robert's Rules of Order, Newly Revised*, is the authority in all matters not covered by these Bylaws and/or approved operating procedures. Here are some direct quotes that provide some guidance to the operations of the CRC:

1. *Introduction*: “Acting under the general parliamentary law, any deliberative assembly can formally adopt written rules of procedure which...can confirm, add to, or deviate from parliamentary law itself. ...[T]he term *rules of order*, in its proper sense, refers to any written parliamentary rules so adopted, whether they are contained in a manual or have been specially composed by the adopting body.”
2. *Rules of an Assembly*: “In general...the bylaws of a society are the document which...contain its own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure that it follows.”
3. *Consideration by Paragraph or Seriatim*: “A report or long motions consisting of a series of resolutions, paragraphs, articles, or sections can be considered by opening the different parts to debate and amendment separately, without a division of the question.
4. *Classes and Individual Motions*: “...incidental motions are related to the main question in such a way that they must be decided immediately, before business can proceed. Most incidental motions are undebatable.”
5. *Types of Business Meetings*: “The bylaws...contain the provisions that are expected to have stability from session to session....”
6. *Quorum*: “A quorum in an assembly is the number of members entitled to vote who must be present in order that business can be legally transacted. The quorum refers to the member of such members present, not to the number actually voting on a particular question.”
7. *Quorum*: “To accomplish their work, voluntary societies that have an enrolled membership generally need a provision in their bylaws establishing a relatively small quorum – considerably less than a majority of all the members.”
8. *Order of the Day*: “The chair...cannot depart from the prescribed order of business, which only the assembly can do by at least a two-thirds vote. This is an important protection in cases where some of the members principally involved in a particular question may be unable to be present through an entire meeting. When such a departure from the order of business is justified, however, it is usually easy for the chair to obtain the necessary authorization from the assembly.”
9. *Voting Procedure – Absentee Voting*: It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken in a legal meeting. Exceptions to this rule must be expressly stated in the bylaws. Such possible exceptions include: (a) voting by mail, which is used in some large organizations having widely scattered membership when it is desired to secure a more representative vote than

can be obtained in a meeting; and (b) proxy voting, which is generally allowed by law in meetings of stockholders of corporations.

10. *Bylaws*: The...bylaws of a society...contain its own basic rules that relate to itself as an organization....

## **B. The Ralph M. Brown Act (excerpts)**

*The Ralph M. Brown Act (Government Code Section 54950, et seq.), embodies the philosophy that public agencies exist for the purpose of conducting public business, and the public has the right to know how its “collaborative decisions” are being made.... There is a presumption in favor of access, with exceptions for confidentiality where there has been a demonstrated need.*

The following excerpts guide our action:

1. *Bodies covered by the Brown Act: Legislative bodies of local agencies, e.g., boards, commissions, councils and committees.... Standing committees are those whose meetings schedule is fixed by resolution of action of the body that created the committee.*
2. *What is a meeting? Any congregation of a legislative body at the same time and place to hear, discuss or deliberate on any matter within its jurisdiction.... Serial meetings are included within the Brown Act if they are for the purpose of developing a concurrence as to action to be taken.*
  - a. *A serial meeting is a series of communications (whether in person or by phone or other media), each of which individually involves less than a quorum, but which, taken as a whole, involve a majority of the board’s members....*
  - b. *Agenda must contain opportunity for public testimony.*
  - c. *Closed sessions require three types of notice – agenda, pre-closed session announcement, and post-closed session report of action taken.... At the end of a closed session, must convene in open session and report on action taken, either orally or in writing.*
  - d. *Consequences of Violation. Civil remedies... Action may be voided following notice to correct, which must be received within 90 days, and acted on within 30 days, lawsuit filed within 15 days.*

## **C. Summaries from the Academic Senate for California Community Colleges Website**

<http://www.asccc.org/home> )

1. *The Basics: Meetings of public bodies must be “open and public,” actions may not be secret, and action taken in violation of open meetings law may be voided.*
2. *Who’s Covered: Any standing committee of a covered board, regardless of number of members.*
3. *Meeting Rules: To preserve the public’s rights under the Brown Act, an agency must:*
  - a. *post and send notice and an agenda for any regular meeting....*
  - b. *limit action to items on the agenda, absent special circumstances.*
  - c. *hold meetings in the jurisdiction of the agency except in limited circumstances.*
  - d. *do not require a “sign in” for anyone.*

- e. *allow recording and broadcast of meetings, and let the public have a copy of and listen to any recording made by the agency of its open meetings.*
- f. *allow the public to address the covered board at regular or committee meetings, on any item in the agency's jurisdiction.*
- g. *conduct only public votes, with no secret ballots.*
- h. *treat documents as public "without delay," if distribution before or at the meeting, unless they are also exempt under the Public Records Act.*
- i. *Closed meetings: Closed sessions are NOT ALLOWED for general employment discussions; independent contractors not functioning as employees; salary discussions; any elected official or member of the covered board; "the local agency's available funds, funding priorities or budget." [None of these items is ever part of CRC meetings.]*