

CURRICULUM COMMITTEE PROCEDURES WORKSHOP
Monday, September 30, 2002
3:10 – 5:00 p.m., SS 205
Agenda

- I. Forms and Procedures
 - A. Overview of Current Forms and Procedures
 - B. Recommendations for Improvement
 - 1. Forms
 - a. First Reading, Second Reading
 - b. Additions to Forms
 - i. Cultural Diversity Requirement
 - ii. Scheduling information
 - iii. Distance Learning Category / CVC Status
 - 2. Process
 - a. Paperless Meetings
 - b. Curriculum Guide – Update and Improve
 - 3. Timeline for Implementation
- II. Prerequisites and Advisories
 - A. Approval Process – Separate Motion to Approve
 - B. JO3 Conversion
 - 1. New Prerequisite Types
 - 2. Text Prerequisites
 - 3. Vertical Groups
 - C. Selecting Appropriate Prerequisites / Advisories (e.g. – Courses taught in Spanish)
 - D. Periodic Review
- III. Articulation
 - A. Overview of Process and Curriculum Considerations
 - B. ASSIST
- IV. Repeatability
 - A. Ed Code Standards
- V. Guidelines for Updating Department Curriculum
- VI. Resources for Writing Curriculum
 - A. Curriculum Website
 - B. Link to Academic Senate Curriculum Website
 - C. Link to ASSIST
 - D. Video: Navigating the Program and Course Approval Handbook