

Timeline for Periodic Curriculum Reviews

Approved by the Curriculum Committee: 5 December 2018

Approved by the Academic Senate: 11 December 2018

Revised by the Curriculum Committee: 5 December 2019

Revision approved by the Academic Senate: 28 April 2020

Neither the Education Code nor Title 5 specify an interval for curriculum review. Transfer institutions require that course outlines are current (specifically the UC system requires that course outlines are no more than seven years old, C-ID requires that outlines are no more than five years old). The ACCJC visits colleges to reaffirm accreditation every seven years, and ACCJC Standard II(A)2 requires regular curriculum (broadly construed as courses and programs) reviews. Therefore a course due for review is one that has not completed a review in the past six, but no more than seven, years.

Each spring semester, the Office of Instruction will identify courses with a last full review date that will be six years old within the coming academic year. For example, in February 2019, courses with a last full review date of August 2013 to May 2014 would be identified as due for review. The Office of Instruction will notify department chairs of the need for review, and the deadline noted below. Follow-up and reminder emails from the Office of Instruction will be sent in the Fall semester.

Departments are responsible for responding to committee feedback, and notifying the Tech Review or Curriculum Chair (depending on the step during the review process) when the course is ready for the next step in the review process. Departments are also responsible for managing the time needed for a curriculum review, knowing that each step of the process can take up to three weeks, and up to three months total. Therefore faculty are encouraged to begin the curriculum review/revision process as soon as possible.

Courses due for a full review must complete the curriculum review process (i.e. they must be approved by the Curriculum Committee) by the first Wednesday in March, prior to when the summer and fall semester schedules are made available to students.

Courses due for review that do not meet the March deadline shall not appear in the schedule of classes until they complete a full curriculum review. The Curriculum Committee will review each course that is not in accordance with this policy on a case-by-case basis. If the decision to delete a course should occur the Curriculum Committee will send a report that includes the course(s) over to the Academic Senate (AS) with intention to delete. The process of deletion will then move forward barring no objection from the AS.

Substantial changes to courses must complete a curriculum review by the end of the fall semester to be published in the following year's catalog (or else a course must wait until the year after's catalog). Substantial changes include:

- Designator change (e.g. BIOL to BIOLFS)
- Number change (e.g. BIOL 400 to BIOL 402)
- Course title change
- Unit change
- Hours change
- Prerequisite, Corequisite, or Enrollment Limitation changes
- All changes to program (degrees/certificates) requirements and electives

In short:

Every February: Office of Instruction notifies departments of courses due for review.

Every March: Courses due for review must have completed the curriculum approval process by the first Wednesday.

For example:

Courses due for review were last fully reviewed between:	Office of Instruction notifies departments (with follow-up reminders in the fall semester):	Curriculum review and approval due:	If the review is not complete, the course may not be scheduled starting ____ until the review is complete.
August 2013 - May 2014	February 1, 2019	1st Wednesday in March 2020	Summer 2020
August 2014 - May 2015	February 1, 2020	1st Wednesday in March 2021	Summer 2021