

North Orange Continuing Education Curriculum Committee

Adopted by Curriculum Committee, October 14, 2025

Adopted by Academic Senate, November 4, 2025

Curriculum Committee Constitution

Preamble

We, the faculty of North Orange Continuing Education's Academic Senate, do hereby establish the Curriculum Committee.

Name

The committee shall be known as the Curriculum Committee.

Bylaws

Article I: Membership

Section 1: Composition

- A. Chair of the Curriculum Committee shall be nominated and elected by the Senate by a 50% plus 1 vote, with at least a quorum of the Senate participating in the vote during normal elections. The Curriculum Chair must be a member of the full-time Electorate.
- B. If at any time, the Chair of a Senate committee is vacated before their term expires, the Senate Vice President will hold a special election to fill the vacancy. The newly elected Chair will hold the seat for the remainder of the initial term that was vacated.
- C. The term of office shall be two (2) years for the Curriculum Chair. The Chair can serve a maximum of two consecutive terms, followed by at least one academic year away from the position before serving again. In the case where no other faculty member runs for office, the current Curriculum Chair may choose to run for another term or an agreed upon timeframe with the approval of the Academic Senate. In the instance that a past committee member runs for Chair, they are permitted to exceed the consecutive three term membership as a "member."
- D. Appointment of Curriculum Committee members shall initially be from among the Academic Senate membership of faculty with a 50% plus 1 voting majority.

- E. To provide for terms that alternate every year, fifty percent (50%) of Curriculum Committee members shall be elected on even-numbered years and fifty percent (50%) shall be elected on odd-numbered years whenever possible.
- F. If at any time the position of a Curriculum Committee member is vacated before their term expires, the position can be reappointed by a formal call through the Senate President.

Section 2: Organization

The organization of the Curriculum Committee may be comprised of the following whenever possible:

- A. One voting faculty Department Representative from each of the following departments, whenever possible: High School - Basic Education, Career Technical Education, English as a Second Language, LEAP – Emeritus, Parenting, Disability Support Services, Counseling and Student Services
 - 1. Department Representatives shall be tenured or tenure-track faculty members, appointed by the Academic Senate with a vote of approval from the Academic Senate.
 - 2. The term of appointment shall be two (2) years, and may be renewed for an additional 2-year term or an agreed upon timeframe, with service limited to three (3) consecutive terms: in the case where no other faculty member is appointed, the current Department Representative may choose to serve another term or an agreed upon timeframe with the approval of the Academic Senate.
 - 3. For preservation of continuity, the terms of Department Representatives shall be staggered whenever possible, in such manner as may be established by the Curriculum Committee.
 - 4. All Departments with representation on the Curriculum Committee have a vote in curriculum decisions, have a voice in concerns of overlap or any other conflict with other divisions' development of new curriculum and can submit new curriculum items to the Curriculum Committee.
 - 5. In the absence of a Department Representative, the Curriculum Committee will oversee revision of existing curriculum to maintain compliance with Title 5.
- B. The NOCE Distance Education Committee Chair, ex officio, who shall serve as an advisory member. The Distance Education Committee Chair may concurrently serve as a Department Representative for their respective department.
- C. Vice President of Instruction, ex officio, who shall serve as an advisory member.

- D. An Associate Dean appointed by President's Cabinet, ex officio, who shall serve as an advisory member. The term of such an appointment shall be one (1) year, with the right of reappointment for an indefinite number of terms.
- E. Two (2) adjunct faculty members, who shall serve as voting members, appointed by the Academic Senate. The term of appointment shall be two (2) years and may be renewed for an additional 2-year term or an agreed upon timeframe, with service limited to two (2) consecutive terms.
- F. Curriculum Specialist, ex officio, who shall serve as a non-voting member.
- G. One student, who shall serve as a non-voting member.
- H. Other membership, with such rights and duties as may be recommended by the Curriculum Committee and approved by mutual agreement of the Academic Senate and the Vice President of Instruction.

Article II: Powers and Responsibilities

Section 1

The Curriculum Committee shall have general responsibility and authority for coordinating and facilitating the curriculum matters of NOCE, including the establishment of consistent curriculum guidelines and practices with respect to the programs and services of the college and the resolution of curriculum policy and procedural issues.

Section 2

The Curriculum Committee shall have jurisdiction with respect to all courses and programs offered under the auspices of NOCE or its auxiliary organizations, including distance learning.

Section 3

Under the auspices of the Academic Senate, the Curriculum Committee shall determine procedures and make recommendations with respect to the following:

Proposals for new courses, changes to existing courses, and deactivation of courses, including assessment of content, hours of instruction, prerequisites, class size (subject to the provisions of the collective bargaining agreement), assignment of courses to disciplines, and other relevant considerations;

- A. basic education and community services curriculum;

- B. career technical education certificates;
- C. program and certificate requirements;
- D. campus and intra-district curriculum policies;
- E. other functions as may be prescribed by mutual agreement of the Academic Senate and the Vice President of Instruction.

Section 4

In the exercise of its responsibilities, the Curriculum Committee shall ensure adherence to external mandates for a legal and accreditable curriculum, with specific reference to relevance and appropriateness in terms of the following evaluative criteria:

- A. the comprehensive mission of the California Community Colleges;
- B. the missions of the district and the college;
- C. the intended student population and community;
- D. balance and integration of curriculum relative to college programs.

Article III: Officers' Powers and Duties

Section 1: Curriculum Committee Chair

The Curriculum Committee Chair shall...

- A. Review all curriculum in the course management system as appropriate.
- B. Prepare the agenda for each meeting of the Curriculum Committee and proof the minutes of each meeting;
- C. Keep accurate records of all policy changes and updates, including review and update of the curriculum handbook;
- D. Attend, as appropriate, campus, district and other meetings which address curriculum issues relevant to NOCE;
- E. Make all appointments to subcommittees of the Curriculum Committee and serve, ex officio, as a nonvoting member of such subcommittees;
- F. Chair the Curriculum Subcommittee of the Program Review Committee;
- G. Serve as the lead member of the District Curriculum Coordination Committee team and spokesperson in presenting campus curriculum issues before the District Curriculum Coordination Committee and to the Board of Trustees.

- H. Submit materials to be forwarded to the District Curriculum Coordinating Committee for inclusion on the agenda;
- I. Act as liaison between the Curriculum Committee and the Academic Senate and prepare curriculum reports for presentation to the Senate;
- J. Act as liaison between the Curriculum Committee and the Fullerton College and Cypress College Curriculum Committees.
- K. Advise faculty and staff, as appropriate, on curriculum issues, procedures and regulations;
- L. Coordinate with the Vice President of Instruction on curriculum matters;
- M. Communicate with the division Associate Deans.
- N. May serve as a resource for the following committees upon request: District Consultation Council (DCC), President's Cabinet, Budget and Facilities Committee.
- O. Take advantage of curriculum training opportunities as provided.
- P. Participates in activities related to Accreditation;
- Q. Participates in activities related to Strategic Planning;
- R. The Curriculum Chair shall be provided compensation commensurate with the ongoing responsibilities.
- S. Provide professional development to the Curriculum Committee.

Section 2: Committee Members

All members of the Committee are expected to exercise the following responsibilities:

- A. Attend all meetings;
- B. Keep abreast of curriculum issues, including Title 5, matriculation, articulation, general education, and degree/certificate completion requirements;
- C. Act as resource persons in their areas of expertise;
- D. Serve on subcommittees and perform other duties as assigned;
- E. Actively participate in discussion and, when appropriate, vote on issues before the committee;
- F. Act as a liaison and communicate with their constituents such as department Associate Deans, department faculty, evaluators, staff etc.;
- G. Review curriculum in the course management system as appropriate;
- H. Department Representatives shall be provided compensation commensurate with the ongoing responsibilities;

Section 3: Duties of Department Representatives

In addition to the general duties prescribed in section 2, Department Representatives shall be responsible for the following:

- A. Represent the interests and concerns of their respective divisions in matters of curriculum, with the understanding that such interests must be tempered by global perspective in matters of policy and procedure;
- B. Advise and consult with department faculty members and work with Department Associate Deans in procedural and informational matters relating to creation, revision and deletion of courses and programs;
- C. Assist the Department in expediting curriculum submissions and catalog revisions;
- D. Communicate with Department Associate Deans and department members;
- E. As part of the technical curriculum review, Department Representatives will, under the direction of Chair, assist with detailed curriculum review at the technical level and receive professional expert compensation.

Section 4: Duties of NOCE Distance Education Committee Chair

In addition to the general duties prescribed in section 2, the NOCE Distance Education Committee Chair shall be responsible for the following:

- A. Represent the interests and concerns of Distance Education in matters of curriculum, with the understanding that such interests must be tempered by global perspective in matters of policy and procedure;
- B. In collaboration with faculty, identify curriculum impacts as it relates to Distance Education;
- C. Consult with faculty on proposals in relation to Distance Education and the NOCE Distance Education Plan;
- D. Assist, ex officio, as an advisory member to the Curriculum Committee and subcommittees.

Section 5: Duties of the Associate Dean

In addition to the general duties prescribed in section 2, the Associate Dean shall be responsible for the following:

- A. Work closely with faculty in matters of curriculum development;

- B. In collaboration with faculty, identify curriculum impacts as it relates to scheduling, degree/certificate pathways, financial and human resources as well physical space and facilities implications on campus;
- C. Identify and communicate campus processes, procedures and timelines to faculty to ascertain needs and financial resources prior to curriculum approvals. Deans shall serve as a resource to faculty to help implement new curriculum and programs early in the process of curriculum development;
- D. Assist faculty in matters related to the development of proposals for new courses or course revisions as well as new programs or program revisions;
- E. Consult with faculty on proposals from Fullerton College and Cypress College, other divisions and general changes in curriculum affecting NOCE;
- F. Review all curriculum submissions and communicate via course management system to ensure that requests support the mission of NOCE, are aligned with initiatives stated in department's approved instructional program reviews, and have a reasonable opportunity to enhance the learning environment in the discipline;
- G. Assist, ex officio, as an advisory member to the Curriculum Committee and subcommittees.

Section 6: Duties of the Vice President of Instruction

In addition to the general duties prescribed in section 2, the Vice President of Instruction shall be responsible for the following:

- A. Preparation of curriculum material for meetings of the Curriculum Committee;
- B. In collaboration with the Curriculum Committee Chair, submission of materials to be forwarded to the Chancellor's Office for inclusion on the agenda of the Board of Trustees;
- C. Assist, ex officio, as an advisory member on the Curriculum Committee and subcommittees;
- D. Serve as a liaison between the state Chancellor's Office and the Curriculum Committee;
- E. Identify and present curriculum procedural and policy issues to the Curriculum Committee, and regularly update the curriculum committee on the progress of approvals of programs and courses submitted to the Chancellor's Office Curriculum Inventory (COCI) system;
- F. Work with Department Associate Deans;
- G. Provide background information on curriculum matters for purposes of discussion and decision making;

- H. Responsible for all curriculum policy procedures, documentation and publications, e.g. Catalogs and Schedules;
- I. Responsible for all budgets affecting curriculum matters;
- J. Perform other curriculum administrative duties as necessary.

Article IV: Meetings and Procedures

Section 1

To the extent not otherwise specified in this policy, the Curriculum Committee may determine its own internal operating procedures and practices.

Section 2

In routine matters of Curriculum encompassed by the provisions of section 1, the Academic Senate shall rely primarily upon the advice and judgment of the Curriculum Committee, with the expectation that recommendations of the Curriculum Committee will normally be accepted. If a recommendation is not accepted, the Academic Senate shall communicate its reasons in writing to the Chair of the Curriculum Committee.

Section 3

A decision of the Curriculum Committee may be appealed to the Academic Senate. Where an appeal is raised by a member of the faculty, such appeal may be presented to the Academic Senate by a Curriculum Committee member, Senator, or faculty member. Where an appeal is raised by a member of the administration, such appeal may be presented to the Academic Senate by the Vice President of Instruction.

Section 4

With respect to any appeal, the decision of the Academic Senate shall be final.

Article V: Adoptions and Amendments

Section 1

- A. Amendments to these Bylaws may be proposed by any Senator to the Curriculum Committee.

- B. All proposed amendments shall be submitted in writing to the Curriculum Committee at least one meeting before the vote.
- C. To be ratified, amendments must receive an affirmative majority vote from the Curriculum Committee and adopted by a majority vote of the Senate.