

## ROLES AND RESPONSIBILITIES:

### Faculty Originator

- Researches and coordinates the development of all information and drafts all documentation.
- Initiates discussions with and ensures any and all impacted programs (Divisions, Departments and/or Continuing Educations) have been included in development of new course or program.
- Initiates contact with departments whose programs may be impacted by course updates and/or deletions.
- Adheres to all processes and deadlines including those set by the Curriculum Council calendar, the department, Division Curriculum Committee and the Division Dean.
- Follows submitted proposal throughout the approval process on CurriQunet META.
- Responsible for providing required supporting documentation required to process program proposals/updates: Program Narratives, Advisory Minutes, LAOCRC Minutes, etc.
- Counsels with appropriate support personnel if assistance is required with the development of required documents (i.e., Articulation Officer, Work Experience Coordinator, Director of Distance Education etc.)
- Make changes as they are recommended by the Dept. Chair, Division Curriculum Committee, Tech Review Committee and/or Curriculum & Instruction Council.
- Originators should plan to attend and present their curriculum at the Curriculum & Instruction Council meeting when it is up for approval.

### Department Chair

Facilitates the curriculum development process in the following way:

- Reviews all curriculum proposals from department faculty.
- Provide suggestions for revisions in CurriQunet META.
- Acts as an advisory resource to faculty proposing modified or new curriculum.
- In consultation with the Division Dean, considers fiscal and operational impact on new and modified curriculum on department resources, scheduling, and student needs.
- Works with the Division Dean to confirm Top and SAMS Codes.
- Acts as an informational liaison between the Division Curriculum Committee and department faculty as well as advocates for revised and new curriculum.

### Division Curriculum Secretary

- Schedules Division Curriculum Committee Meetings.
- Creates Division Curriculum Committee Meeting Agenda in collaboration with Division Faculty Curriculum Representative.
- Takes Division Curriculum Committee Meeting Minutes.
- Sorts & Distributes/Posts Course Quadrennial Review report for each department.
- Sorts and Distributes/Posts Program Curriculum Review report.
- Moves and monitor curriculum in CurriQunet META queue.
- Captures, stores and distribute supporting documentation required for to process program proposals/updates: Program Narratives, Advisory Minutes, LAOCRC Minutes, etc. if not uploaded into CurriQunet META during submission.
- Acts as liaison between Curriculum Office and Dept. for inquires.

### Division Curriculum Instruction Council Representative

- Is familiar with CurriQunet META
- Understands what is required on a Course Outline of Record
- Works with faculty originators to address the following areas:
  - Title 5 (section 55002- Standards and Criteria for Courses) have been considered and the course meets one or more of the college's mission statements.
  - The description, course objectives, and outline are properly written and integrated.
  - All screens have been completed in CurriQunet META.
- Ensures proposals are shared early and continuously throughout the development process. Assists faculty within their division with curriculum proposals and represents the division in curriculum and policy matters.
- Assure that division faculty are aware of the curriculum master calendar
- Distribute curriculum materials to appropriate division members.
- Maintain communication with division regarding curriculum information and any changes in processes.
- Serves as chair or co-chair of the Division Curriculum Committee
  - Works with the Division Curriculum Secretary to develop the Division Curriculum Committee Agenda and schedule meetings.
  - Assures that the committee operates smoothly and collegially including technical review, prerequisite review, distance education review, and general education review.

- Attends all Curriculum & Instruction Council meetings having reviewed all agenda materials as well as course and program proposals while considering the following:
  - Why is the course/program being create? Are there similar courses/programs already in the catalog?
  - Are the SLO's assessable? Do the objectives and SLOs reflect what is in the content and course description?
- Notifies Department Chairs of course deletions/updates from other departments or general policy proposals that may have an impact on curriculum or offerings within the division.
- Encourages originators to be present at Curriculum and Instruction Council meetings when their proposals are being presented for review.

#### Matriculation Representative

- Advises Curriculum and Instruction Council regarding placement and assessment legislation, Title 5, local processes, policies, and practices.
- Advises on pre-requisites that require any form of assessment or placement in courses or programs concerning the process and operational practices at the college.
- Provides placement and assessment data based on equity efforts and disproportionately impacted groups
- Provides evidence-based placement and assessment practices.

#### Articulation Officer

- Facilitates the articulation of courses between Santa Ana College and four-year institutions. Shares outcomes with committee members and/or discipline faculty.
- Informs and advises members regarding issues related to curriculum and articulation (ie. CSU-GE, IGETC, C-ID, UC and CSU transferability, major preparation, electives etc.)
- Submits C-ID proposals and apprises faculty about C-ID process and implications.
- Assists faculty with new ADT proposals (TMC template etc.) as well as revised ADT proposals prior to C & I submission.
- Assists with GE unit double counting for associate degrees.
- Advises faculty on ADT processes such as course substitutions and reciprocity.
- Monitors legislative changes that impact articulation. Shares information regarding implementation of new/revised legislation.
- Serves on the Technical Review Committee. Considers curriculum proposal impact(s) on course articulation.
- Serves as the ASSIST coordinator for the college. Annually inputs all approved 100 level and above curriculum changes.

- Reviews/updates catalog and class schedule changes related to articulation.
- Annually provides university transfer partners with a list of all new/revised/deleted 100 level and above courses, including details of course changes.

#### Admissions and Records Representative

- Responsible for educational records and certifications, from the transcript to the degree/certificate. The Admissions Rep. will monitor curriculum for changes made in the various certificate and degree programs that are issued through the SAC Curriculum and Instruction Council.
- Will maintain registration rules, degree audit, maintain academic records onto transcript based on Curriculum.
- Make our degree audit and certificate tracking process clear to stakeholders' campus-wide and make transcripts, certificates, and diplomas more easily understood and actionable.
- Responsible for degree audit, transfer evaluation, and registration.
- Works to maintain clear communication and integrated processes between the Curriculum and Instruction Council and Enrollment Services.
- Provide insights in the Family Education Rights and Privacy Act (FERPA), student record policies and a range of related privacy concerns.
- Help Curriculum and Instruction Council navigate the issues associated with the fast-changing state and federal regulations.

#### Academic Division Dean

- Reviews and provides feedback of curriculum proposals using CurriQunet META.
- Provides recommendations at the appropriate stages in the process.
- Verifies that appropriate TOP codes and SAM codes have been assigned to the proposed curriculum.
- In consultation with the Department Chair, considers fiscal and operational impact of new and modified curriculum on department resources, scheduling, and student needs.

#### Academic Dean Representative to Curriculum & Instruction Council

- Attends all Curriculum and Instruction Council meetings having reviewed all agenda materials as well as course and program proposals.

- Provides a college wide perspective to the Curriculum & Instruction Council meetings.
- Act as an informational liaison between the Curriculum & Instruction Council, Academic Division Deans, Division Curriculum Committee, and department faculty as well as an advocate for revised and new curriculum.

#### Curriculum Specialists

- Assist faculty with course and program curriculum development throughout the approval process.
- Provide administrative and technical expertise for college curriculum while adhering to established policies and procedures.
- Troubleshoot the CurrIQunet META system to ensure efficient processing of curriculum proposals.
- Organize and maintain curriculum records
- Work closely with the Curriculum & Instruction chair to prepare agendas and minutes for Curriculum & Instruction Council.
- In collaboration with the Articulation Officer, advises faculty on policies and procedures pertaining to RSCCD BP and AR, PCAH, Title 5, and Ed Code.
- Collaborate with CIC Chair to ensure accuracy and consistency of curricular information/policies in yearly catalog.
- Compile and maintain curriculum information in the student information management system.
- Submits all college approved courses to the State Chancellor's Office for review and approval.
- Maintain curriculum management system and State Inventory.
- Act as a liaison to the State Chancellor's Office and MIS reporting as well as the Faculty Originator/Department Chair should there be issues regarding course/program submissions.

#### Chair of Curriculum & Instruction Council

- Presides over Curriculum & Instruction Council meetings.
- Facilitates curriculum planning and academic policy making which are in the best interests of the college community.
- Serves as a member of the Senate Executive Committee.
- Works closely with the Curriculum Specialists in structuring the calendar of meetings and agendas, reviewing minutes and implementing Curriculum & Instruction Council recommendations and decisions.
- Keeps informed of curriculum standards including Title 5, the Curriculum Standard Handbook, intersegmental, and accreditation issues.

- Supervises the orientation of new members and on-going training of continuing member.
- Assist discipline faculty in the curriculum development process in collaboration with the division curriculum representative.
- Assures that the council functions take place smoothly: technical review, prerequisite review, distance education review, and general education review. If issues are unresolved following technical review, the Chair may facilitate dialogue between the division faculty representative and appropriate department faculty and Academic Division Dean.
- Reports regularly to the Academic Senate
- Signs off on final version of curriculum and policy change recommendations to the Board of Trustees.
- Signs off on yearly “Annual Curriculum Certification Form” indicating that to the best of our knowledge, Santa Ana College curriculum development processes follow all appropriate codes and regulations.
- Reviews catalog drafts for concurrence with approved course and program changes.

#### Vice President of Instruction/Academic Affairs (CIO)

- Serves as a creative catalyst in curriculum development, providing ideas from peers, conferences, and other resources.
- Reviews needs assessment and proposed curriculum to ensure its compliance with the discipline/department plan and mission of the college and assess its impact on other offerings.
- Considers fiscal impact on new and modified curriculum.
- Communicates about proposed curriculum additions/changes with the College President and acts as an informational liaison between the Curriculum & Instruction Council and administration as well as an advocate for revised and new curriculum.

#### Student

- Attend all Curriculum and Instruction Council meetings.
- Review course and program proposals in order to provide feedback from a student perspective.
- Provide insight on courses and any potential impact on majors and timeline for student completion.