

7.1 Discussion Items

- Shared Governance Worksheet and Curriculum Committee Charge

Overview

Responsibility for reviewing curriculum, establishing prerequisites, course placement in disciplines, assigning course identifiers, degree and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating discipline list, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, or credit, must be reviewed by this committee.

Charge

The Curriculum Committee (hereafter referred to as “the Committee”) is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee’s primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items, and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. This office prepares the recommendations for presentation to the Board of Trustees by way of the President’s Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate requirements for presentation to the Senate. “It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration. Changes to the General Education pattern for the Associate degree may be recommended by the Committee, but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee’s duties and responsibilities in each of the areas are defined as follows:

Curriculum

In the area of curriculum, the Committee’s duties include – but are not limited to – approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree-applicable credit courses, and non-credit courses

- Pre-requisites, co-requisites, and advisories for courses
- Limitations on the number of times a course may be repeated
- Units for courses and programs
- Courses to be taught in distance education mode
- Courses for inclusion in the requirements for the Associate Degree (AA or AS)
- Courses for articulation and transfer to CSU and submission of courses for UC transfer, IGETC, and CSU GE Breadth
- Discontinuation of existing courses or programs
- Placement of courses within disciplines
- Assigning course identifiers
- Maintaining and updating the discipline list

Degree and Certificate Requirements

In this area, the Committee's duties include – but are not limited to – the following:

- Recommendations for changes to the General Education pattern for the Associate Degree
- Definition of criteria for placement of courses within General Education areas
- Periodic review for appropriateness and relevancy of the courses listed within a specific General Education area

Grading Policies

The Committee's duties in this area include – but are not limited to – the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only)
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards

Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. The Committee's duties include – but are not limited to – approval of:

- Educational (degree and certificate) programs and requirements for such programs
- Pre-requisites, co-requisites, and advisories for new and revised programs

Standards or Policies Regarding Student Preparation and Success

The Committee's role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a

course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

Reporting Relationship: Academic Senate

Members (Voting):

- 2 Faculty from each Division
- 1 Librarian (may also serve as a division representative)
- Articulation Officer (may also serve as a division representative)
- **Division Dean (1 / academic year)**

(Note: If the Librarian and/or Articulation Officer also serves as division representative, they will have only one vote)

Notes for Voting Members:

While all members of the Committee take seriously the charge of the group, the voting members have a special duty to develop expertise in curriculum matters, to attend all meetings of the Committee, to thoroughly review all matters presented to the Committee before voting, and to abstain from voting in situations where the Committee member is not adequately prepared to make an informed decision.

Non-Voting Members:

- **Chair (votes only in case of a tie; see below for more information)**
- Academic Services Curriculum & Student Learning Outcomes Specialist (acts as Secretary of the Committee)
- Vice President of Academic Services
- Student Services Division Dean
- Student Records Evaluator (attends as needed)
- Academic Services Curriculum & Scheduling Specialist (attends as needed)
- Other Classified Professional/s (appointed by the Chair)
- 2 Student Senate Representatives
- **Appointments by:** Academic Senate; College President; Student Senate; Curriculum Chair

Term

It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if selected by their constituency, in order to preserve valuable expertise amongst the Committee members. At the same time, it is important to bring new members onto the Committee within any two-year cycle, in order to develop curriculum expertise amongst all faculty members.

The term of office for the position of Chair is two years. The Chair may serve for more than one term, and may serve consecutive terms.

Quorum: 10 voting members, Quorum = 6

DRAFT

LPC GOVERNANCE WORKSHEET FOR 2025-2026

Committee Name: _____

Form Completed by: _____

Position: _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge, responsibilities, and membership yearly as documented in the [LPC Shared Governance Handbook](#). Committees should ensure that their charge supports the LPC Mission Statement and Accreditation Standards. This form will serve to document changes, if needed. If changes are requested, committees must obtain approval from any constituency groups involved prior to returning this form to the President's Office to be reviewed by College Council. Once approved by College Council, updates will be made to the Shared Governance Handbook.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office for web site updates.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee web site with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2025-2026

Committee Tasks for 2024-25

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2024-2025 in support of the committee charge.

- 1.
- 2.
- 3.
- 4.

LPC GOVERNANCE WORKSHEET FOR 2025-2026

Use the information from the [Shared Governance Handbook](#) and the [Committee Participants](#) list to determine whether changes need to be made for 2025-2026.

1. Charge:

_____ The Charge is satisfactory, no changes.

_____ The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

_____ It is recommended the reporting relationship remains the same.

_____ It is recommended the reporting relationship changes.

The committee will report to:

_____ Academic Senate

_____ College Council

_____ Faculty Association

_____ President

_____ Vice President of _____

_____ Other _____

3. Chairmanship:

It is recommended that the chair:

_____ Selection remains the same

_____ Selection method changes to: _____

LPC GOVERNANCE WORKSHEET FOR 2025-2026

4. Membership:

___ The committee has the expertise and collegial representation to successfully meet the charge; it is recommended membership remains the same.

___ The committee recommends membership changes to ensure expertise and collegial representation to successfully meet the charge.

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Total Voting Members: _____ Quorum (50% + 1): _____

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Members appointed by: (check all that apply)

___ Academic Senate

___ Faculty Association

___ Classified Senate

___ SEIU

___ Administration

___ Student Senate

5. Term: (check one)

___ 1 year

___ 2 years

___ Other

LPC GOVERNANCE WORKSHEET FOR 2025-2026

Committee Chair/Co-Chair Approval

Printed Name

Signature

Date

_____	_____	_____
_____	_____	_____