# WEST LOS ANGELES COLLEGE

# CURICULUM COMMITTEE

## CURRICULUM SUBMISSION GUIDELINES

## I. CREATE A NEW DEGREE OR CERTIFICATE

**NOTICE OF INTENT**

The *intent to create* a new degree or certificate must be first announced at a curriculum committee meeting before Tech Review committee can review the degree or certificate.

This means, the faculty originator of the degree or certificate will have to first discuss the degree/certificate in a divisional meeting, consult with faculty outside their division, if the degree/certificate is multidisciplinary, and meet with all individuals listed in the Notice of Intent (NOI) form and share with them the intent to create the new degree/certificate.

Download and print the Notice of Intent.

Following the consultations, the NOI is filled-out and emailed to the curriculum chair by the due date as posted on the curriculum website. The NOI must be filled out for each degree/certificate. The curriculum chair will then place the degree/certificate for which the NOI was submitted on the agenda for the next available curriculum committee meeting.

**ANNOUNCING THE INTENT TO CREATE THE NEW DEGREE OR CERTIFICATE AT THE CURRICULUM COMMITTE MEETING**

The faculty originator of the degree/certificate will *announce the intent to create the new degree/certificate* by making a short presentation explaining the following points:

- Justification (supported by data) for why the degree or certificate is needed at WEST

- Whether all required courses for the program already exist and that all of the courses are either new or have been updated during the past two years

- Assert that the new degree/certificate has been discussed
    - in divisional/departmental meeting/s
    - with relevant faculty at other departments/divisions (for multidisciplinary courses/programs), and
    - with divisional rep to curriculum committee for a preliminary tech review

- Affirm that consultations have happened with relevant college administrators (Notice of Intent form must be presented as proof)

## AFTER THE INTENT TO CREATE THE DEGREE/CERTIFICATE HAS BEEN ANNOUNCED

After announcing the intent to create a degree/certificate to the curriculum committee, the faculty originator of the degree or certificate will start writing the narrative and prepare all paperwork relevant to the degree/certificate. It is highly recommended that the faculty originator of the degree/certificate works with the division representative to curriculum committee or the curriculum chair to get help regarding the process.

The following documents must be submitted (see [PCAH, 6th edition](#)):

- Program Narrative (for all degrees and certificates)
- [New Program Data Sheet](#) (for all degrees and certificates)
- Chancellor's Office Template (for Associate of Arts or Science Degree for Transfer, a.k.a. ADTs)
- Labor Market Information and Analysis (for Career Technical Education, CTE)
- Advisory Committee Recommendation (for CTE)
- Regional Consortia Approval Meeting Minutes (for CTE)

When all required documents are prepared, the faculty originator of the degree or certificate submits them by email to the division/department chair, who upon approval will forward all documents to the curriculum chair.

*Please use the following format for your file names*:

New Program Data Sheet   Degree or Certificate Name– Degree or Certificate type-Name of Form

*Example*: Civil Engineering–Certificate of Achievement-New Program Data Sheet.pdf

Narrative:   Degree or Certificate Name– Degree or Certificate type–Narrative

*Example*: Environmental Studies–AS Degree–Narrative.pdf

*Follow the above format for all other file names.*

Upon verification, the curriculum chair will electronically send all documents to the Tech Review Committee for comments. If there will be any comments by Tech Rev Committee, including missing or incomplete documents, the faculty originator of the degree or certificate will be notified and must correct and resubmit the documents. Upon receipt of the corrected version, including any missing documents, the degree/certificate will be on the agenda for the next available Curriculum Committee meeting.

**CURRICULUM COMMITTEE MEETING TO DISCUSS THE DEGREE OR CERTIFICATE**

The faculty (or their rep) who originated the degree/certificate MUST attend the meeting to answer any questions members or attendees may have.

The faculty originator (or their rep) of the degree/certificate must bring to the meeting at least 15 copies of each document they submitted.

## II. <u>CREATE A NEW COURSE</u>

A faculty who meets the minimum qualification for a course may create new credit/noncredit course outline.

All new courses (credit and noncredit) after their successful creation must be submitted electronically to the division chair for approval.

The creation and submission of a new credit course takes place via the [Electronic Curriculum Development (ECD)](#).

The ECD system does not support the creation of noncredit courses. Thus, the course outline for a noncredit course is created as a WORD document.

For noncredit courses, a [Noncredit Course Request Form](#) must also be submitted together with the course outline.

*Use the following format for your noncredit file names*:

<u>Course Outline</u>:   COURSE NUMBER – Course Title

     *Example*: BSICSKIL 094CE – Chemistry Fundamentals Review.pdf

<u>Noncredit Course Request Form</u>:   COURSE NUMBER – Course Title - Name of Form

     *Example*: BSICSKIL 094CE – Chemistry Fundamentals Review - Noncredit Course Request Form.pdf

After the chair's approval, the ECD or the WORD document (for noncredit courses) reaches the curriculum chair, who will electronically send the new course outline to the Tech Review Committee for comments. If there will be any comments by Tech Rev Committee, the faculty originator of the new course will be notified and must correct and resubmit the ECD. Upon receipt of the corrected course outline via ECD, or as WORD document for noncredit courses, the course outline will be on the agenda for the next available Curriculum Committee meeting.

At the Curriculum committee meeting, the faculty originator of the new course, or their rep., makes introductory remarks to the curriculum committee and other attendees addressing the following points:

- the faculty confirms that he/she has the minimum qualification to teach the course being reviewed
- Justification (supported by data) for why the new course is needed at WEST
- Assert that the new course has been discussed:
    - in divisional/departmental meeting/s
    - with relevant faculty at other departments/divisions (for multidisciplinary courses/programs), and
    - with divisional rep to curriculum committee for a preliminary tech review

*The faculty originator (or their rep) of a new noncredit course must bring to the meeting at least 15 copies of the course outline!*

# III. UPDATE/CHANGE A DEGREE OR CERTIFICATE

For changes that involve degree or certificate name change, addition or deletion of required or elective courses, and changes in total units or hours, the faculty initiator must electronically submit the WLAC Form: '[Program Change Request Form](#)'.

The *Program Change Request Form* is filled-out and submitted to the division chair, who, upon approval, will forward it to the curriculum chair. The curriculum chair will then place the degree or certificate on the agenda for the next available curriculum committee meeting.

During the curriculum committee meeting, the faculty who initiated the update/change of the degree or certificate, or their representative, will make introductory remarks addressing the following points:

- Justify, supported by data, why the changes were necessary
- Whether the changes/updates have been discussed in divisional/departmental meeting/s (include date of meeting &/or minutes)
- For a multidisciplinary degree/certificate, whether the changes/updates have been discussed with relevant departments/divisions

**CREDIT COURSE**

All changes or updates to credit courses take place using the ECD. A course change that involves local or district wide attributes, must be accompanied by a **Course Change Request Form** located in section VIII of the ECD. Submit the update to your division chair via ECD.

After the chair's approval, the ECD reaches the curriculum chair, who will electronically send the updated course outline to the Tech Review Committee members for their comments. If there will be any comments by Tech Rev Committee, the faculty originator of the course outline will be notified and must correct and resubmit the ECD. Upon receipt of the revised course outline via ECD, the course will be on the agenda for the next available Curriculum Committee meeting.

At the Curriculum committee meeting, the faculty originator of the updated course, or their representative, makes introductory remarks addressing the following points:

- Justify why the changes were necessary
- Whether the changes/updates have been discussed in a divisional/departmental meeting
- For major changes on courses that are also offered at another LACCD college, clarify whether consultations (by email, phone, in person) have happened with relevant faculty or division/department chair. Major changes (a.k.a. District Wide Attributes) include, changes in subject title, course number, course title, units, CSU transferability, cross reference, TOP code, course classification, special class status (for disabled students), etc.

**NONCREDIT COURSE**

For noncredit courses, changes or updates are made on a WORD document. A noncredit course change that involves local or district wide attributes such as changes in subject title, course number, course title, units, CSU transferability, cross reference, TOP code, course classification, special class status (for disabled students), lecture hours, lab hours, UC transferability, repeatability, SAM code, Department, etc. must be accompanied by a [Course Change Request Form.](#) The Course change Form must be attached to the Course Outline and submitted as a single Word file to the division/department/cluster chair, who, upon approval forwards the documents to the curriculum chair.

After the chair's approval, the course outline (and course change form, *when applicable*) reaches the curriculum chair, who will electronically send the updated course outline to the Tech Review Committee members for their comments. If there will be any comments by Tech Rev Committee, the faculty originator of the course outline will be notified and must correct and resubmit the Course outline. Upon receipt of the revised course outline, the course will be on the agenda for the next available Curriculum Committee meeting.

At the Curriculum committee meeting, the faculty originator of the updated course, or their representative, makes introductory remarks addressing the following points:

- Justify (supported by data) why the changes were necessary
- Whether the changes/updates have been discussed in a divisional/departmental meeting
- For major changes on courses that are also offered in another LACCD college, clarify whether consultations (by email, phone, in person) have happened with relevant faculty or division/department chair

# V. <u>DISCONTINUE/ARCHIVE A DEGREE OR CERTIFICATE</u>

To request the discontinuance/archiving of a degree or certificate, send an email to your division/department chair whose contents include/address the following points:

**Date**:

**From** (requesting faculty's name):

**Degree or Certificate Name**:

Statement of justification (a paragraph): *Among other things, the statement must include*

- Justification (supported by data) for why the Degree/Certificate must be discontinued
- Assertion that the discontinuance of the Degree/Certificate has been discussed:
    - in divisional/departmental meeting/s (include date of meeting &/or minutes)
    - with relevant departments/divisions (for a multidisciplinary degree/certificate)

*Please use the following format for your file name:*

Degree or Certificate Name– Degree or Certificate Type–Justification for Discontinuance

*Example*: Civil Engineering–AS Degree– Justification for Discontinuance.pdf

Upon his/her approval, the division/department chair forwards the email to the curriculum chair, who schedules the discontinuance/archiving of the degree or certificate for the next available curriculum committee meeting.

During the curriculum committee meeting, the faculty who proposed the discontinuance/archiving of the degree or certificate, or their representative, must affirm to the curriculum committee and other attendees addressing the following points:

- Justification (supported by data) for why the Degree/Certificate must be discontinued
- Assertion that the discontinuance of the Degree/Certificate has been discussed
    - in divisional/departmental meeting/s (include date of meeting &/or minutes)
    - with relevant departments/divisions (for a multidisciplinary degree/certificate)

# VI. DISCONTINUE/ARCHIVE A COURSE

## CREDIT COURSE

For credit courses, submit the request to archive via ECD. On Section I of the ECD, write a note justifying the need to archive the course. Submit the ECD to your division/department chair.

Upon his/her approval, the division/department chair forwards the email to the curriculum chair via ECD. The curriculum chair schedules the discontinuance/archiving of the degree or certificate for the next available curriculum committee meeting.

During the curriculum committee meeting, the faculty (or their representative) who proposed the archiving of the course must affirm to the curriculum committee and other attendees addressing the following points:

- Justification (supported by data) for why the course must be discontinued.
- Assert that the discontinuance of the course has been discussed
    - in divisional/departmental meeting/s
    - with relevant faculty at other departments/divisions whose students take the course/s

## NONCREDIT COURSE

To request the discontinuance/archiving of a noncredit course, send an email to your division/department chair whose contents include/address the following points:

**Date**:

**From** (requesting faculty's name):

**Course Title and Number**:

Detailed statement of justification (a paragraph): *Among other things, the statement must include*

- Justification (supported by data) for why the course must be discontinued/archived
- Assertion that the discontinuance/archiving of the course has been discussed:
    - in divisional/departmental meeting/s (include date of meeting &/or minutes)
    - with relevant departments/divisions (for a course that is a requirement or pre-requisite to other courses in other divisions)

*Please use the following format for your file name:*

> Course title & Number – Justification for Discontinuance
>
> *Example*: Geology 006 – Justification for Discontinuance.pdf

Upon his/her approval, the division/department chair forwards the email to the curriculum chair, who schedules the discontinuance/archiving of the course for the next available curriculum committee meeting.

During the curriculum committee meeting, the faculty (or their representative) who proposed the archiving of the course must affirm to the curriculum committee and other attendees addressing the following points:

- Justification (supported by data) for why the course must be discontinued.
- Assert that the discontinuance of the course has been discussed
  - in divisional/departmental meeting/s
  - with relevant faculty at other departments/divisions (for multidisciplinary courses