

To: Angelina Duarte, Vice-President of Student Learning; David Snyder, Dean of Arts and Humanities, Jim Arnold, Dean of Math and Science, Nanda Schorske, Dean of Workforce Development & College-Community Partnerships

From: Sara McKinnon, President of the Academic Senate *SMK*

CC: Linda Beam, Executive Dean of Human Resources and Labor Relations; Cari Torres, OIM; Chris Schultz, Chair of Curriculum Committee; Dept. Chairs;

Date: January 27, 2011

Re: College of Marin Course Approval Process

Once again there appears to be some confusion regarding the reason behind a dean's signature on a course outline and regarding who has the right to stop an outline based on its contents. The Senate would like to remind all parties involved about the process already in place:

First, UDWC deals with workload as defined in the CBA as a negotiated item. Members representing each party ensure the Service Units for the COR are the appropriate type (Lecture, B-1 Lab, B-2 Lab, Practicum, Activity) and allocation of hours per the defined Service Units.

Second, as a subcommittee of the Academic Senate, the Curriculum Committee reviews the COR for Lecture and Lab requirements as they relate to the pedagogical requirements for Student Units. Additionally, the committee evaluates the SLOs, checks the course content, textbooks, assignments, pre-requisites, etc. These are 10+1 issues under Title 5 and as such the responsibility of the faculty at the college.

Third, signatures are required on each COR prior to review by the Curriculum Committee and UDWC. The required signatures for a COR review are as follows:

1. The Faculty member submitting the Addition, Revision, or Deletion of a COR
2. The Department Chairperson for the COR discipline (program)
3. The signature of the Area Dean is **not required**.

