

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

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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**.

The required signatures for a COR's approval by the Board of Trustees are as follows:

1. The Department Chairperson for the COR discipline (program)
2. The Curriculum Committee Chairperson (representing the committee)
3. The Union District Workload Committee co-chairpersons
4. The V.P. of Academic Affairs

**Role of the Area Deans in the curriculum process:**

The Academic Senate recommends that faculty discuss any COR additions, revisions or deletions with their Area Dean. We also recommend that the deans be aware of changes in curriculum in their divisions.

Area deans are actually non-voting members of the Curriculum Committee. (see <http://www.marin.edu/curriculum/index.html> ) Therefore, we would like to propose that they attend meetings once or twice a month at which time they can offer their comments and suggestions and sign the outlines showing that they have reviewed them. The chair will include the deans when sending out the agenda, minutes and course approval schedule each week. (These are also posted at the website above.) Deans can review outlines in advance by looking at the outlines in the database.

The final approval of a course outline (except workload) rests first with the Curriculum Committee voting members before it is sent on to the Vice-President of Student Learning and the Board of Trustees. **The dean's signature cannot preclude the review or approval of any COR by this body.**

**However, in the case of Career and Technical disciplines (particularly in the Health Sciences disciplines) where additional outside accreditation and/or licensing require further curriculum approval, the dean or program director signature is required.**

From now on, the chairs will send the outlines directly to the Office of Instructional Management and inform the deans that the outlines are available to see at the course outline database, which can be accessed by going to this URL:

<http://programreview.marin.edu/cc/>

**(Click on "Print (on campus only)" to find the database of course outlines.)**