

# Curriculum Handbook

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## 2.2 Articulation Officer

Articulation is an ongoing process that assures appropriate articulation of the district's educational programs as mandated by title 5 section 51022(b). The Articulation Officer's position is guided by Administrative Procedure 4050 the California Articulation Policies and Procedures Handbook. The Articulation Officer is a faculty of Fullerton College (JC) (JC Dis 27234) (s) WJ50 facultytitio rtisstio Cp(k)pa.003 0.00

- x Attending Pre-Curriculum meetings
- x Supporting Faculty Chair with posting Curriculum Committee meeting agendas and documents to the college website
- x Preparing the curriculum packet for Academic Senate and Board of Trustees agenda
- x Submitting new and substantively modified courses and programs to the Chancellor's Office Curriculum Inventory (COCI) for approval/chapter submitting course and

x Working with new/incoming program coordinators on any pending curriculum

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- x Maintaining the Curriculum Committee Handbook and developing recommended procedures and forms for the processing of curriculum materials
- x Supervising the orientation of new committee members and the ongoing training of continuing members
- x Providing advice and guidance to the Curriculum Committee and local Academic Senate on curriculum-related issues
- x Presenting the recommendations of the Curriculum Committee and curriculum packet to the Academic Senate
- x Signing the Annual Curriculum Approval Certification for all credit and noncredit courses and local programs in collaboration with the Academic Senate President, Assistant Superintendent/Vice President of Academic Affairs, and Superintendent/President

2.8 Administration of the College of Arts and Sciences (C.A.S.) (1.15-1 (d) ce16 2 (m -1 ce(f078>Tj r [(to)3)14 Tf -

## 2.9 Admissions and Records Representative

A member of classified staff working in the Office of Admissions and Records serves as a liaison between that office and the Curriculum Committee. The Admissions and Records Representative is a voting member of the committee and serves as a resource on issues related to transcripts and student records, enrollment processes, student information systems (SIS) coding of audit, course requisite, and degree requirements, and petition forms.

## 2.10 Student Representative

Providing students the opportunity to participate in curriculum processes is not only good practice, but also legally required by title 5 § 23.7 as a defined area of college governance that has a significant effect on students. The student representative on the Curriculum Committee is a full voting member and informs and updates the Associated Students of Napa Valley College (ASNVC) about curriculum change actions of the committee.

(Edited on 05/29/2024, Recommended by CC on 08/2/2024; Approved by Academic Senate 09/12/2024)