

1.2 ROLE WITHIN THE COLLEGE

The C&P Committee receives direction from the Steering Council, but its main role within the college is to review and approve (or not) the following:

- New and modified credit and noncredit courses
- New and modified degrees, certificates, and noncredit programs
- Career and technical education (CTE) degrees and certificates with no completers over a 3-year period (biannual review in odd-numbered years)
- Requisites, including a biannual review (in odd-numbered years) of all CTE course and program prerequisites, corequisites, and advisories
- Deletion of courses, certificates, and degrees as requested by the discipline and department faculty or in response to a failure to comply with C&P procedures as described in this handbook
- Distance education curriculum and procedures
- Courses related in content (CRC) groupings
- Honors curriculum
- Instructional materials fees
- General education requirements (for the local pattern only)
- Associated local policies, procedures, and guidelines.

C&P submits its recommendations primarily to the Academic Senate but also to the Classified Senate Council, Administrative Council, and Associated Student Government (see Figure 1-1). Once these recommendations are approved, they are forwarded to the Board of Trustees for approval and implementation.

1.3 RESPONSIBILITIES

Committee members are expected to read all course, certificate, and degree proposals, concentrating on the overall academic integrity of the proposals and their function within the college, its programs, and its mission, provided in Figure 1-2. Moreover, they are to ensure consistency of course content, learning objectives, methods of evaluation, instruction and assessment, standards of reading and writing, and other elements relevant to curriculum college-wide.