



Los Angeles Harbor College
Curriculum Committee
Policy and Procedures Manual
Approved by the Academic Senate 10/3/19

I. FUNCTION

The Curriculum Committee is a standing committee of the Academic Senate. Its primary function is to coordinate and evaluate curriculum development in accordance with State Education Code and Title 5 regulations, District Board Rules and Regulations, College policies and Mission Statement, and relevant governing boards and accrediting agencies. This includes the creation, modification, and deactivation of courses and programs (degrees, certificates, pathways, and other sequences of courses leading to a defined educational goal). When appropriate, the Curriculum Committee also participates in processes involving curriculum development such as (but not limited to) matriculation, articulation, honors distinction, assessment, program review, and accreditation.

II. COMPOSITION

A. The Curriculum Committee membership shall be open to:

1. One voting faculty representative (and one non-voting faculty alternate representative, who may vote in the absence of the regular representative) from each academic division (selected according to division policies) and from each of the following areas:
 - a. AFT (appointed by the chapter President)
 - b. Articulation
 - c. Distance Education Committee
 - d. Learning Resource Center
 - e. Assessment Committee
2. One non-voting faculty chair, who may vote in the event of a tie: the responsibilities of the chair shall include (but are not limited to) the following:
 - a. Preside over Curriculum Committee meetings
 - b. Publicize Curriculum Committee calendars, meeting agendas, actions, and minutes
 - c. Report Curriculum Committee actions to the Academic Senate
 - d. Attend monthly District Curriculum Committee meetings
 - e. Assist in planning and implementing training in curriculum development for Curriculum Committee members, faculty, administrators, and support staff

- f. Maintain Curriculum Committee documents and records and publicizing them through various media such as the Curriculum Committee website
 - g. Appoint Committee members to assist in any of the above or other related tasks
 - h. Train the chair-elect to serve as chair in the year following the current chair's term
- 3. One voting faculty chair-elect: the responsibilities of the chair-elect shall include (but are not limited to) the following:
 - a. Serve as acting chair in the absence of the chair
 - b. Serve as chair of the Technical Review subcommittee
 - c. Assist the chair in any of the chair's responsibilities
- 4. One voting student representative of the Associated Students Organization or his/her student designee
- 5. One voting administrative representative, consisting of either a Dean of Academic Affairs or the Dean of Non-Credit Curriculum
- 6. One non-voting Information Technology representative
- 7. One non-voting recording secretary

B. Subcommittees

- 1. The Technical Review Subcommittee (TRS) is a standing subcommittee of the Curriculum Committee charged with the evaluation of course and program proposals for completeness, accuracy and format. The majority of the TRS must approve any proposal before it moves forward in the curriculum process.

No member of the curriculum committee shall be allowed to make a motion to vote on a course or program that has not been approved by the TRS.

Membership on the TRS shall be limited to the following:

- a. The Curriculum Committee chair-elect, who shall serve as TRS chair
- b. The Curriculum Committee chair
- c. The College articulation officer
- d. The Student Learning Outcomes Coordinator
- e. A faculty representative of the Distance Education Committee
- f. A faculty representative of the Library

- g. A dean of Academic Affairs
 - h. One faculty member appointed by agreement of the 10 academic divisions
- 2. The Catalog Committee is a subcommittee of the Curriculum Committee charged with insuring that the Catalog is accurate and up-to-date. The Catalog Committee shall evaluate each Catalog (both print and electronic editions) for accuracy and currency, and notify the Curriculum Committee Chair when errors are in need of correction or when updates requiring Curriculum Committee approval are needed. This Committee shall also coordinate the layout and publication of each Catalog edition, seeking stake-holder sign-off for each relevant section. It shall be composed of members including the following:
 - a. The Curriculum Committee Chair, who shall serve as co-chair
 - b. The Curriculum Dean, who shall serve as co-chair
 - c. The Articulation Officer
 - d. The Scheduler
 - e. One representative each from Admissions and Records, the Assessment Committee, and Counseling
 - f. Other representatives as determined by the above.
 - 3. Ad Hoc subcommittees may be formed as needed. They shall be proposed and approved during Curriculum Committee meetings.

III. SELECTION OF MEMBERS

Members shall be selected in the spring (typically the month of May or June) for terms beginning July 1 of the same calendar year and ending June 30 of the final year of their respective term as follows:

- A. The chair-elect shall be elected by the Curriculum Committee for a two-year term: the first year serving as chair-elect, the second year serving as chair. The election shall be timed so that the second year of the previous chair's term overlaps the first year of the chair-elect's term. Notice of the election and a call for nominations shall be publicized no later than two weeks prior to the Curriculum Committee meeting during which the election will take place. Faculty members who have served on the Curriculum Committee for at least one year immediately prior to the start of the chair-elect's term of office are eligible to run and may nominate themselves. Following the election, the results must be ratified by a majority vote of the Academic Senate Executive Committee prior to the chair taking office. If not ratified, a new election process will begin. Any position on the Curriculum Committee currently occupied by the chair-elect will become vacant upon the start of that chair-elect's term, and that position shall be filled according to the procedures outlined herein.
- B. In the event that no candidate for chair-elect accepts a nomination, the current out-going chair may continue to serve until a chair-elect is elected. During that period, the Academic Senate may appoint an acting chair-elect. In the event that the current out-going chair is unwilling or unable to serve, the Academic Senate may appoint a one-year acting chair and chair-elect.

- C. In the event that the chair-elect position becomes permanently vacant prior to its second term-year, a new chair-elect shall be elected as above and the current outgoing chair will serve an additional year as chair while training the newly elected chair-elect. If the current out-going chair is unwilling or unable to serve an additional year, a one-year interim chair shall be elected as above simultaneously with the chair-elect. Until such elections are completed and their results ratified, the current outgoing chair shall appoint an acting chair from the voting membership of the Curriculum Committee. In the event that no eligible candidates for either of the above offices are nominated, the Academic Senate may appoint an acting chair or/or chair-elect to serve until an election for either or both offices is completed and ratified.
- D. In the event that the chair position becomes permanently vacant during its second term-year, the chair-elect shall serve as chair for the duration of the chair-elect's two-year term.
- E. Faculty representatives and alternate representatives shall be selected for a one-year term by their respective areas according to the policies of that area. In the event that a faculty representative position becomes permanently vacant during the current term, the alternate representative shall serve as acting representative until the position has been filled according to the policies of the representative's area. If no alternate representative is currently serving, the Curriculum Committee chair shall appoint an acting representative from the faculty in that area to serve until a representative and/or alternate representative has been chosen by that area. There are no term limits.
- F. The Curriculum Committee chair and chair-elect shall be members of all subcommittees. All members subcommittee members not specified in Section II.B shall be appointed by the Curriculum Committee chair. Ad hoc subcommittees may elect their chair from among their members.
- G. The student representative and administrative representative shall be selected according to the policies of their respective bodies.
- H. The recording secretary may be appointed by the chair or jointly by the chair and administrative representative. In the absence of a recording secretary, the chair may appoint an acting recording secretary from the Curriculum Committee membership, who may continue to serve in his/her other role(s) on the committee.

IV. COMMITTEE BUSINESS

- A. Curriculum Committee business shall be conducted at monthly public meetings during regular (fall/spring) terms and at special and/or emergency meetings, including via electronic media, as necessary.
 - 1. The calendar of monthly meetings for a given academic year shall be determined by the chair during the spring of the academic year prior, if possible, and publicized as soon thereafter as possible. Changes to that calendar, including the addition of special meetings, shall be publicized as soon as possible after being made.

2. The agenda of each monthly and special meeting shall be publicized at least three days in advance of that meeting. Supporting documents shall be distributed to members of the committee prior to each meeting, when appropriate, and made available during that meeting.
3. Under extraordinary circumstances, the chair may call an emergency meeting and publicize its agenda no later than one day in advance.
- 4. All meetings shall be governed according to the current edition of *Robert's Rules of Order*.**

B. Voting by Curriculum Committee members shall be conducted as follows:

1. Each voting member of the Curriculum Committee shall have one vote. Alternate representatives may only vote if the regular representative is absent. The committee chairperson may vote only in the event of a tie.
2. Quorum = chair + one member from each of any eight voting constituencies. In the case of a vote by electronic media, membership in attendance shall be counted by the number of votes cast.
3. A majority vote of a quorum is necessary to carry a motion.
4. For emergency meetings:
 - a. In the event an emergency meeting is deemed necessary, the chair shall ask Committee members to confirm their willingness to attend such a meeting at a specified time. If the chair determines that a quorum is likely to be met, the meeting shall be announced to the public no later than one day in advance. If the chair determines that a quorum is *not* likely to be met, or if at the meeting one *is not* met, the chair may conduct the meeting electronically instead. In such a case, the chair shall announce to the public no later than one day in advance that an emergency meeting is to be held electronically (i.e. via email, discussion boards, etc.) and shall invite members of the public who wish to be included in the meeting proceedings to identify themselves.
 - b. When meetings are conducted electronically, all members of the Committee and any members of the public that have expressed a desire to be included shall be copied electronically on all meeting proceedings. The chair shall ask for motions/seconds and encouraging further discussion via electronic media within a stated time period. After a motion has been seconded and the stated time period has elapsed, the chair shall call for a vote, submitted electronically, to be counted at a stated time.
 - c. If, after the specified voting time limit has ended, there are not enough electronic votes cast to make up a quorum, AND the failure of the motion prior to the next regular meeting might cause the College or any program to fall out of compliance with any regulation, policy, or accreditation

standard, the chair will seek unanimous consent by the chair, chair-elect, and President of the Academic Senate to count the votes received in lieu of a quorum, so long as there are at least four, including the chair-elect's. A simple majority of these (including the chair's vote, if necessary) will carry the motion.

- C. All Curriculum Committee actions shall be reported to the Academic Senate Executive Committee or the full Academic Senate at its next available meeting.

V. CURRICULUM REVIEW PROCESS

NB: Any discussion of curriculum development is first subject to the consensus of the discipline faculty in the relevant area. It is not under the purview of the Curriculum Committee to forward its own curriculum without consent of, or through bypassing, the Division chair or discipline faculty members. (Revision Academic Senate Ratified 11/15/18)

- A. Courses: the Curriculum Committee shall follow the process for course review as stated in the LACCD E-65 regulation, which will be implemented at Los Angeles Harbor College as follows:
1. After reviewing relevant program curriculum and trends in student learning outcomes and other data with other faculty in a discipline, a faculty member in that discipline may initiate a course review proposal using the District's Electronic Curriculum Development System (ECDS). The faculty initiator is encouraged to seek the assistance of her/his Curriculum Committee representative during this process to insure that the proposal is complete (including all required documentation), accurate, and correct in format. All elements in the ECDS electronic form must be complete, and the record must include any of the following addenda* that are applicable:
 - New course proposals shall include a Word file listing of student learning outcomes (SLO) and how they are mapped to program/institution learning outcomes (PLO/ISLO). (All new and existing course outlines shall also include a hyperlink to the website containing the list of most recently approved SLOs. (Until CurricUNet goes live, anticipated Fall 2017, the link language must read as follows, placed in the bottom-most cell of the "ECD" Course Objectives in Section II:

"Student Learning Outcomes (SLO) for this course can be viewed at <http://www.lahc.edu/facultystaff/slo/courseassessment.html>"
 - Any course that has limitations on enrollment, aka, pre/corequisites (or simply "requisites") must include a requisite addendum for each requisite.
 - Any course for which any portion of class time may be scheduled at times "to be announced" must include a TBA addendum.

- Any course for which any portion of the class time may be replaced by distance education must include a DE addendum.
- Any course for which exclusive honors sections may be offered must include an honors addendum.

*Note: once CurriUNet goes live, anticipated Fall 2017, many of the above addenda may be included within the ECDS form, rather than as addenda. At that time, so long as the above has been addressed in the form, addenda are not required.

2. Once submitted via ECDS, the proposal is forwarded electronically to the following officers/bodies:
 - a. The relevant Department Chair and Dean for endorsement,
 - b. The Librarian for evaluation of available resources required for the course, should it be approved, and
 - c. Each member of the Technical Review Subcommittee to be evaluated for completeness, accuracy, and format.
3. At each of the above stages, comments may be added to the proposal with recommendations for its improvement, requests for changes or additional information, or requests for additional documentation.
4. Once submitted via ECDS, the faculty initiator may monitor the progress of the proposal by navigating to its outline link from the "Reports>In-process" screen in ECDS.
5. At any of the above stages, the proposal may be returned electronically to the initiator for changes, in which case it must be resubmitted as above.
6. Alternatively, a request for changes or additional documentation may be made directly to the initiator, without returning the proposal. In such an event, the requested changes/documentation must be received by the chair-elect and/or chair via email no later than one week prior to the Curriculum Committee meeting upon which the proposal is to be reviewed.
7. Once endorsed/approved by each of the above, the proposal is forwarded electronically to the Curriculum Committee chair to be placed on the next available meeting agenda for approval.
8. If approved by the Curriculum Committee, the proposal is forwarded to the Academic Senate for validation on its next available meeting. If not approved by the Curriculum Committee or validated by the Academic Senate, the proposal is returned electronically to the initiator.
9. Once validated by the Academic Senate, the proposal is forwarded electronically by the President of the Academic Senate or the Curriculum

Committee chair to the Vice President of Academic Affairs and College President for endorsement. Once endorsed, OR after five calendar days, the course is forwarded electronically to the Curriculum Committee chair for submission to the LACCD Office of Educational Services.

10. If the proposal is for a new course or includes a change to any District attribute, it then must be noticed District-wide for a twenty-day vetting period, during which any stakeholder may request that it be reviewed by the District Curriculum Committee. In the event of such a review, the twenty-day clock stops until either the DCC has reviewed the proposal or recommended an additional twenty-day vetting period.
11. After the initial vetting period (if necessary) has ended, new course proposals are then forwarded to the LACCD Board of Trustees for approval at their next available meeting.
12. If the proposal does not require Board approval or a vetting period, or once these processes have been completed, the proposed course or course changes is/are entered into the student information system and the course is available for scheduling as approved.
13. Non-credit course approval follows the same procedures listed above, with only the following exceptions:

Non-credit course outlines and Student Learning Outcomes will be submitted to Curriculum Committee chair, dean, division chair, and TRS via Word document, rather than ECD.

As non-credit course outlines will not be available for Curriculum Committee members to view via ECD, all non-credit course outlines will be emailed to committee members in advance of the pending vote for all members to review.

B. Programs

1. Proposals to create, revise, or discontinue programs must be authored by current full-time faculty who meet minimum qualifications in the subject represented by the program's Taxonomy of Programs (TOP) code. In the absence of such faculty, faculty in the department in which the program is or will be offered will select part-time faculty within that department or faculty outside that department who meet said minimum qualifications to assist in authoring the proposal.
2. Pursuant to District Regulation E-64, the process for creating, revising, or discontinuing any of the following program awards is documented in the *Harbor College Program Review Manual* available from the Office of Academic Affairs.
 - a. Associate of Arts/Science Degree (AA/AS)
 - b. Associate Degree in Arts/Science for Transfer (AA-T/AS-T)

- c. Certificate of Achievement (State-approved transcribed awards of eighteen or greater units, or twelve to eighteen units for programs meeting additional criteria as defined in Title 5)
 - d. Certificate of Completion (State-approved transcribed non-credit awards intended to provide preparation for successful college-level coursework and/or program completion)
 - e. Certificate of Competency (State-approved transcribed non-credit awards intended to provide preparation for employment)
 - f. Adult High School Diploma (State-approved transcribed non-credit awards intended for adults who wish to earn a high school diploma)
 - g. Skills Certificate (non-transcribed and State-approved transcribed awards of fewer than eighteen units)
3. Once the above has been completed, the following shall be submitted in electronic form to the Curriculum Committee chair for inclusion on the next available Curriculum Committee meeting agenda:
- a. For all programs:
 - i. The Program Review Document in which the need for the proposed action is identified, or the statute or regulation requiring the proposed action,
 - ii. A Word document containing all information pertaining to the program as it should appear in the Catalog: program goals and objectives (including program outcomes), catalog description, a list of course numbers, titles, and units for all required core courses, elective courses, and general education plans (if applicable), any limitations on enrollment in the program and/or other limitations or special conditions, and for CTE programs: the above should also include a list of careers the program will prepare the student to enter,
 - b. In addition, for all new program proposals: a listing of PLOs showing how they are mapped to the program's course SLOs and the ISLOs.
 - c. For all new State-approved transcribed awards: a complete narrative in the format specified in the latest addition of the State Chancellor's Office [*Program and Course Approval Handbook*](#), and all supporting documentation required by said narrative (including, if necessary, Advisory Committee minutes, Regional Consortium approval letter, Labor Market Statistics, etc. in support of the proposal,
 - d. For new and substantially revised CTE programs: minutes from the most recent Advisory Committee meeting on which the proposal was reviewed,

and minutes from the Regional Consortium meeting on which the proposal was approved.

- e. For new or updated Associate's Degrees for Transfer (ADT): a complete up-to-date Transfer Model Curriculum (TMC) form as published on the State Chancellor's Office website:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>,
 - f. For specially-funded programs: a detailed description of how faculty, staff, facilities and other resources associated with the program will be funded after the special funding has ended. For short-term programs such as contract education and grant-funded programs that are not intended to continue beyond their funded term: a detailed description of how the program will be terminated, including a "teach-out" program (method by which courses will be offered to students who enter the program while it is active, but remain active in it after its intended term has ended) and how faculty, staff, facilities, and other resources associated with the program will be terminated or funded by other means,
4. If approved by the Curriculum Committee, the proposal is forwarded to the Academic Senate for validation on its next available meeting. If not approved by the Curriculum Committee, the proposal is returned electronically to the initiator.
 5. Once validated by the Academic Senate, the proposal is forwarded electronically by the President of the Academic Senate or the Curriculum Committee chair to the Vice President of Academic Affairs and College President for endorsement.
 6. For non-transcripted programs: once endorsed, the program may be entered into the catalog and offered.
 7. For transcripted awards:
 - a. For new transcripted awards: Once endorsed, the proposal is forwarded electronically to the Curriculum Committee chair for submission to the LACCD Office of Educational Services for approval on the next available LACCD Board meeting.
 - b. For new and altered transcripted awards: Once endorsed, and once proposals for new awards are approved by the LACCD Board, the proposal is entered by the Harbor College Curriculum Committee chair or his/her designee into the California Community Colleges Chancellor's Office Inventory of Programs website for approval by the State Chancellor's Office.

- c. The State Chancellor's Office may approve the proposal, deny the proposal, or request revision to the proposal. In any case, the initiator will be notified of these actions by the Curriculum Committee chair.
- d. If approved at the State Chancellor's Office, a control number shall be issued to the College, at which time the program award may be entered into the catalog and offered.

C. Correction of errors

The chair may amend a course or program record (in the ECDS, Catalog, Schedule, Chancellor's Office Curriculum Inventory, or any other relevant publication) WITHOUT Curriculum Committee approval only in order to correct errors such as (but not limited to) typographical errors, formatting errors, misspellings, or grammatical errors. In such cases, the chair will contact the faculty in the relevant discipline(s) in advance of the amendment to confirm that it is appropriate and adequately rectifies the error. Following the amendment, the chair will inform officers who maintain publications that they will need to be updated as a result.

VI. AMENDMENTS TO THE CURRICULUM COMMITTEE POLICIES AND PROCEDURES

Amendments to these Policies and Procedures shall be governed by the following guidelines:

- A. Proposed amendments shall accompany written announcements of meetings, or they shall be brought to the attention of the Curriculum Committee members at a regular meeting under new business.
- B. Proposed amendments shall be written specifically and accurately. They must be endorsed by at least two Curriculum Committee members. Copies shall be made available to all Curriculum Committee members.
- C. Proposed amendments must be approved by the Curriculum Committee members.
- D. Amendments shall be subject to the review of the Academic Senate and/or the Academic Senate Executive Committee.

VII. SPECIAL POLICIES FOR CURRICULUM APPROVAL

- A. Placement of Harbor College courses into Associate of Arts/Science GE plan area options

Courses listed as area options for any college general education (GE) plan must be approved for CSU GE status in the corresponding area.

- B. Placement of Harbor College courses in the Liberal Arts and Sciences AA areas of emphasis

Courses listed as area of emphasis options in the Associate of Arts in Liberal Arts and Sciences (AA) Degree must be determined by the Curriculum Committee to

satisfy the criteria set forth in Title 5: 55063 (listed below) for eligibility for GE status in the corresponding area. In addition, those listed under Area E: Health and Fitness must satisfy the criteria set forth in the California State University General Education Breadth Requirements—Executive Order No. 1065 (also listed below under Area E).

Area A: Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

Area B: Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

Area C: Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

Area D: Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

- (i) **English Composition.** Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

- (ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Area E: Health and Fitness. Courses in Health and Fitness shall include selective consideration of content such as human behavior, sexuality, nutrition, physical and mental health, stress management, financial literacy, social relationships and relationships with the environment, as well as implications of death and dying and avenues for lifelong learning. Physical activity may be included, provided that it is an integral part of the study elements described herein.

C. Degree and Certificate Major or Area of Emphasis and General Education Area of Emphasis Equivalency

A course taken at another institution may be counted toward satisfying an area of emphasis at Harbor College if...

1. Following a petition it is approved as equivalent by a representative number of faculty possessing minimum qualifications in that area (that number to be determined by the relevant Division Chair(s)), or
2. It is found by a Counselor or Admissions and Records Evaluator to satisfy one of the following criteria:
 - a. The course is from a California Community College having degrees with areas of emphasis, and it is listed there under an area corresponding to the requested area at Harbor College,
 - b. Assist.org shows it to be articulated with and/or meet the same CSU or UC requirement as at Harbor College,
 - c. Assist.org shows it to be articulated between a CSU or UC and the offering institution the same way it is articulated between a CSU or UC and Harbor College,
 - d. C-ID.net shows it to be approved for the same C-ID equivalency as at Harbor College, or
 - e. It is found by the Articulation Officer to fit the criteria for an area of emphasis not having a corresponding Harbor College course.

D. Core/Major Requirement Equivalency

A course taken at another accredited institution may be counted toward satisfying a requirement for an award program at Harbor College if...

1. Following a petition it is approved as equivalent to the requirement by a representative number of faculty possessing minimum qualifications in the required course's discipline—that number to be determined by the relevant

Division Chair(s), or

2. It is found by a Counselor or Admissions and Records Evaluator to satisfy one of the following criteria:
 - a. The course is from a California Community College, and it is listed as meeting the same requirement in the same award program there as at Harbor College,
 - b. Assist.org shows it to be articulated with and/or meet the same CSU or UC major or general education requirement as the requested course at Harbor College,
 - c. Assist.org shows it to be articulated between a CSU or UC and the offering institution the same way it is articulated between a CSU or UC and Harbor College, or
 - d. C-ID.net shows it to be approved for the same C-ID equivalency as at Harbor College.

E. Reciprocity for Associate Degrees for Transfer (ADT)

Harbor College uses the following guidelines when determining equivalency for coursework and external exams with courses listed on approved ADT Transfer Model Curricula (TMC). As the ADTs are statewide degrees, it is imperative the statewide TMC templates be referenced when evaluating coursework. They can be found on the [California Community College Chancellors Office website](#). Courses do not have to be on the Harbor College ADT degrees to be substituted; as long as they are on the statewide TMC template, they will be approved. The following guidelines align with the [ASCCC ADT Reciprocity Statements](#).

Course(s) completed at US regionally accredited institutions (including Harbor) may be substituted for an approved ADT following these guidelines:

- **California Community Colleges (CCC) including Harbor:**
 - The proposed course has the same C-ID designation as the comparable courses on the Harbor College ADT.*
 - The proposed course has a C-ID designation that is specified on the TMC template for the ADT that is being awarded, whether or not Harbor College includes this course on its ADT. Information regarding C-ID courses is available at both the [ASSIST](#) and [C-ID](#) websites.*
 - The proposed course appears to be comparable to a course listed on either the statewide TMC template or the Harbor College ADT but does not have a C-ID designation. The course should be reviewed based on course description (most course descriptions are available on the [TES](#) website), and by consulting [ASSIST](#) to determine that the course in question is articulated for the major at a CSU campus.*
- **Non-CCC US regionally accredited institutions**
 - The proposed course(s) should be reviewed based on course description and applied to the ADT degree major coursework based on the TMC template. (Most course descriptions are available on [TES](#).)
 - Upper division coursework: In general, non-CCC courses applied to ADT major requirements should be classified as lower-division.*

External Exams

The use of Advanced Placement and International Baccalaureate external exams is permitted for ADT major requirements.* No other external exams may be used to satisfy ADT major requirements. The applicability of external exams to the CSUGE Plan and the IGETC are in the [CSU Coded Memo AA-2015-19](#) and in the [IGETC Standards](#). For external exam applicability to the ADT major course requirements, the following guidelines should be followed:

If a CSU campus gives course credit for a passed exam to the equivalent CCC course on the TMC template, the exam may be used to satisfy the major course requirement. The number of units applied to the major requirements for the passed exam should be based on the [CSU Advanced Placement Policy](#) or the [CSU International Baccalaureate Policy](#).

Caution: Students should be advised that the CSU campus they matriculate to may not accept the passed exam for course credit which may result in the student having to take the course after transfer.

Unit Value

While the statewide TMC templates reflect course units as semester, quarter-unit courses are permissible on the ADT for the major course requirements. (Note: quarter-unit courses are permissible on the CSUGE Plan and the IGETC per CSU Executive Order 1100 and the IGETC Standards.) Do NOT convert quarter units to semester units when applying coursework. The following guidelines should be followed:

TMC specifies:

- 1 semester unit; 1 quarter unit minimum is permitted
- 2 semester units; 2-3 quarter units minimum is permitted
- 3 semester units; 4 quarter unit minimum is permitted
- 4 semester units; 4-5 quarter units minimum is permitted
- 5 semester units; 4-5 quarter units minimum is permitted

Combining Semester and Quarter Units

Modeled after the IGETC Standards policy, when combining semester and quarter unit values for the ADT major requirements, units shall be converted to either all semester or all quarter units to best serve the students. This is the policy for both the CSUGE Plan and the IGETC.

Unit discrepancies

- Course-level units: When evaluating coursework from other institutions, as long as the course meets the minimum unit requirement on the statewide TMC template, it will be approved. Some examples are Accounting, the LACCD courses are 5 units, whereas the courses on the TMC are 3 units; Calculus, the LACCD courses are 5 units, whereas the courses on the TMC are 4 units.
- Major total units: The major unit minimum of the TMC must be met, regardless of the major unit total for the degree at the LACCD colleges. For example, the Business Administration ADT at Mission requires 29-30 units in the major; however, the TMC requirement is a minimum of 23 units in the major. So, when coursework from other institutions has been used toward ADT requirements causing the major unit total to fall below that of the local college's degree, as long as the student has met the minimum major units required by the TMC, they have satisfied this requirement. See <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TemplatesForApprovedTransferModelCurriculum.aspx#>.

International Coursework

International coursework may only be applied to the CSUGE Plan and IGETC if the institution(s) has US regional accreditation. This policy will also apply to ADT major course requirements.

***Evaluation process**

Students wishing to establish such equivalencies must file a general petition. In general, the petition shall be evaluated by faculty in the relevant discipline, except in cases above marked with an asterisk, in which the Articulation Officer or graduation evaluator may determine equivalency based information posted in C-ID.net, Assist.org, on the TMC of another institution, or on a legitimate equivalency website such as Viatron.

F. Waiver of LACCD General Education Area E for high-unit majors

1. Pursuant to LACCD Board Rule 6201.14.c: Petition to Waive Area E General Education (3 units) in High-unit Degrees: the College will grant all petitions that satisfy the conditions specified in the Board Rule.
2. Pursuant to LACCD Board Rule 6204.2: Additional Units for Additional or Concurrent Degrees: the College does not require additional units beyond the figure specified in the Board Rule.

G. Degrees specifying fewer than 60 units:

Any associate in arts/science degree for which the sum of general education units plus major requirement units (core plus restricted electives), minus units double-countable as both, totaling fewer than 60 shall require the balance in unrestricted elective units from degree-applicable courses not already used for the degree.

H. Courses Out-of-Compliance for Periodic Review

1. Any course not having an outline in the electronic curriculum development system will be archived by the end of the current academic year.
2. Any course that has not been reviewed within one academic year of its five-year periodic review deadline will be archived by the end of that academic year.
3. Any course not having approved SLOs recorded in accordance with the course development process outlined in this document will be archived by the end of the academic year in which the course will be out-of-compliance for periodic review.
4. Any limitation on enrollment (pre- or co-requisite) for a Career and Technical Education course that has not been reviewed within one academic year of its two-year periodic review deadline will be removed from its target course. Any programs listing such a course will be updated accordingly.
5. Archived courses listed under core requirements or restricted electives of any degree will be removed from such lists and the total units for such lists will be amended accordingly. If this causes the total units for the degree to be less than 60, unrestricted degree-applicable electives will be added to the degree to make up the difference. Furthermore, if this causes the total units required for the major to be less than 18, and no other courses are proposed to restore this minimum, the Curriculum Committee will propose that the certificate be

deactivated using the “Expedited Program Award Discontinuance” process approved by the Academic Senate March 2, 2017 (see below).

6. Archived courses listed under core requirements or restricted electives of any certificate will be removed from such lists and the total units for such lists will be amended accordingly. If this causes the total units for a certificate of achievement to be less than 18, and no other courses are proposed to restore this minimum, the Curriculum Committee will propose that the certificate be deactivated using the “Expedited Program Award Discontinuance” process approved by the Academic Senate March 2, 2017.

I. Courses with C-ID Approval Status

1. If a course has received conditional C-ID approval status, its approval status must be renewed before the approval expires, or as soon as possible after the expiration date.
2. Any course that has received C-ID approval status cannot be changed in any way that will potentially cause its C-ID approval to be rescinded. This includes alterations to prerequisites, co-requisites, or any other attribute that is specifically listed in the C-ID course descriptor.

IX. EXPEDITED PROGRAM AWARD DISCONTINUANCE PROCESS

A program award is a degree or certificate that has been approved by the Harbor College Academic Senate and LACCD Board, and (in the case of those that may be transcribed) the California Community Colleges Chancellor’s Office. All program awards must be published in the college catalog and reviewed periodically as required.

In the event that any of the following conditions are met, this expedited program award discontinuance process may be initiated.

- Faculty in the program discipline/division determine that the description of the program and/or the requirements for its completion have not been or cannot be defined, and thus are not available for publication in the catalog, making it impossible to complete the program review process; or
- Faculty in the program discipline/division determine that the program award, its curriculum, or its objectives is/are unnecessarily duplicated in other awards in the same discipline; or
- Faculty in the discipline/division determine that the continuance of the program would adversely affect the department’s ability to offer and/or the student’s ability to complete other awards in the same discipline; or
- Faculty in the discipline/division determine that completion of the award no longer contributes to improved employability in the field or transfer readiness in the discipline.

The expedited program award discontinuance process may only be initiated by faculty in the discipline/division and must follow the steps defined below.

- 1) Upon confirmation that the above conditions have been met, a faculty member in the discipline/division will propose to the chair of the division in which the discipline is housed that the award be discontinued.
- 2) Upon confirmation by the division chair that the above conditions have been met, the chair will forward the proposal to the chair of the Curriculum Committee.
- 3) The chair of the Curriculum Committee will notice the proposal for action on the next available committee meeting. If a motion to approve is carried, the chair will forward the proposal to the president of the Academic Senate.
- 4) The president of the Academic Senate will notice the proposal for action on the next available Senate meeting. If a motion to approve is carried, the senate president will inform the Vice President of Academic Affairs (or designee) and chair of the Curriculum Committee, who will insure that the program is removed from any listing of program awards, including but not limited to the college catalog, the electronic curriculum development system, the student information system, and/or the Chancellor's Office Curriculum Inventory.

During the Senate's deliberation, any member of the Senate or the Vice President of Academic Affairs (or designee) may request that a *Viability Review*, *Program Revitalization or Discontinuance*, and/or *Review of Program: termination* process be conducted in lieu of this expedited process. If the Senate votes to approve such a request, the expedited program award discontinuance process will end and the requested process will be conducted as per the *Academic Program Review Policy and Procedures Manual*.

Note: the discontinuance of a program award does not necessarily mean the discontinuance of its courses. Also, any student who has catalog rights under any catalog in which the award was published may receive the award upon completion of its requirements, even after it has been discontinued.