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Administrative Procedure

Chapter 3 – General Institution

AP 0020.2—CURRICULUM AND INSTRUCTIONAL COUNCIL

Description

The Curriculum and Instructional Council (CIC) reports to the Chancellor's Cabinet and consists of members who meet to review and coordinate instructional matters. The Council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the San Diego Community College District's Colleges [City College](#), [Mesa College](#), [Miramar College](#), and the [College of Continuing Education](#). It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

Functions and Responsibilities

1. Coordinates all districtwide instructional services, programs, and activities.
2. Reviews and analyzes legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.
3. Coordinate the publication of class schedules, catalogs, and other instructional publications.
4. Review courses and programs in an effort to maintain consistency regarding discipline assignment, general education criteria, hours and units awarded, prerequisites for title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. Make recommendations regarding districtwide instructional strategies, goals, and objectives.
6. Identify instructional issues and develop proposals for Chancellor's Cabinet.
7. Provide a forum for instructional issues.
8. Convene and oversee subcommittees as necessary.

Authority

1. Recommends policies and procedures to the Chancellor's Cabinet with regard to curriculum and instructional issues.
2. Recommends new or revised curriculum to the Board of Trustees.

Membership

1. Representation will be as follows:
 - a. Executive Instruction Officer
 - b. Dean Instructional Services
 - c. Vice President, Instructional Services from each college
 - d. Two faculty representatives from each college
 - 1) Curriculum Chair (each college)

- 2) Other designated Academic Senate representative (each college)
 - e. Ex-Officio Representative from Student Services Council
2. Membership considerations include:
 - a. The Curriculum and Instructional Council shall be established by mutual agreement between the administrators and academic senates.
 - a.b. The Chair of the Curriculum and Instructional Council will be the Executive Instruction Officer.
 - b.c. In the absence of the Chair, the Dean, Instructional Services, will serve as chair.
 - e.d. In the absence of an appointed member, he/she will designate an alternate member from their site.
 - d.e. The Executive Instruction Officer; Dean, Instructional Services; and Ex-Officio Representative from Student Services Council are non-voting members.
 - e.f. In the event of a tie-vote, the Chair shall cast the deciding vote.
 - f.g. Council meetings are open to classified professionals, faculty, students, administrators, and the public

Operating Guidelines

1. Agenda and Minutes
 - a. The agenda and minutes for the Council meetings are the responsibility of the Dean, Instructional Services.
 - b. Items for the Council agenda may be added by any member.
 - c. All items for any one Council agenda must be submitted to the Dean, Instructional Services by noon on Friday preceding the meeting in order to appear on the printed agenda.
 - d. The Council minutes shall be distributed to CIC members as well as anyone else upon request.
2. Meetings: Regular and Special; Time and Place
 - a. Regular meetings shall be the second and fourth Thursday of each month or more often if needed.
 - b. Special meetings may be called by the Chair.
 - c. Regular and special meetings shall normally take place at the District Office.
3. Oversight of CIC Subcommittees:
 - a. CIC assigns, tracks, and reviews subcommittee work regarding instructional issues as defined in the functions and responsibilities above.
4. Resolution of Issues:

- a. Any issues identified by the Curriculum and Instructional Council during curriculum review will be referred through the appropriate Curriculum Chair to the college curriculum committee.
- b. If there are issues that cannot be resolved at the college level, the Curriculum and Instructional Council, will meet to resolve the issues.

Reference: California Education Code section 70902 (b)(7); and California Code of Regulations Title 5, Sections 53200 and 55002

APPROVED: New or Revised

<Once signed>

Date Approved: <Date>

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