

Curriculum Handbook

ulu

their curriculum

Code of Regula

standards Anyfu

proposal (new,

their deans and

curriculum man

The facultyauth

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 the district with a minimum of five years of experience in articulation. The Articulation Officer is responsible for the development and implementation of articulation agreements between the district and other educational institutions. The Articulation Officer is also responsible for the review and approval of articulation agreements. The Articulation Officer is also responsible for the development and implementation of articulation agreements between the district and other educational institutions. The Articulation Officer is also responsible for the review and approval of articulation agreements. The Articulation Officer is also responsible for the development and implementation of articulation agreements between the district and other educational institutions.

- 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

2.6

- 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 08/22/2024; Approved by Academic Senate 09/12/2024)