

To: Academic Senate

From: Curriculum Committee

Date: April 18, 2025

Subject: Request for Academic Senate Approval to Expand Curriculum Committee Membership

Dear Academic Senate Members,

On behalf of the Curriculum Committee, I am writing to request formal approval of a motion passed by the committee to expand its membership in response to growing curricular demands—particularly the need for timely review and approval of noncredit and non-mirrored programs.

Background

On **March 18, 2025**, the Curriculum Committee approved the opening of new course and program proposal forms to support rapid development and approval of noncredit and non-mirrored offerings.

On **April 15, 2025**, the Committee further approved a motion to expand its membership by **eight (8)** individuals to better meet this expanded scope.

Request

We respectfully request that the Academic Senate approve the expansion of the Curriculum Committee to include the following eight positions:

A. Four New Positions

Each position will support a key area of college and committee priorities and have a vote:

1. **Credit for Prior Learning (CPL) Coordinator**
2. **Equity Coordinator**
3. **Noncredit – CTE Representative**
4. **Noncredit – Basic Skills Representative**

These faculty roles will enhance subject matter expertise and ensure more inclusive, relevant, and student-centered curriculum development.

B. Four Additional Faculty Division Representatives

Four divisions that currently have only **one** Curriculum Committee representative will be invited to appoint a **second representative**.

*Note: Each division will retain **one vote** total to maintain equity in voting representation. Additional representatives will share the voting responsibility and assist with workload distribution, attendance, and review volume.*

Please see the attached addendum for detailed responsibilities associated with the new positions.

We appreciate your support in ensuring the Curriculum Committee is appropriately resourced to meet the evolving curricular needs of our students, faculty, and college.

Sincerely,
Bob Singh
Chair, Curriculum Committee
De Anza College

Addendum: Role Descriptions for New Curriculum Committee Positions

1. CPL Coordinator (Credit for Prior Learning)

Release-time position; voting member

- Serve as the primary liaison between the Curriculum Committee and CPL implementation teams.
- Provide technical and regulatory guidance on CPL petitions and course design.
- Evaluate and support CPL-aligned course and program proposals.
- Train faculty on CPL best practices and integrate CPL within the curriculum process.
- Assist in aligning CPL with equity and workforce goals.

2. Equity Coordinator

Voting member

- Ensure curriculum proposals align with De Anza's equity framework and institutional goals.
- Conduct equity impact analysis on new and revised courses and programs.
- Recommend inclusive practices and culturally responsive pedagogy within curriculum design.
- Support integration of equity-based outcomes, content, and assessment methods.
- Serve as a reviewer in the online curriculum management process.

3. Noncredit - CTE Representative

Voting member

- Serve as a subject matter expert on workforce-aligned noncredit course development.
- Evaluate proposals to ensure alignment with labor market needs and community demand.
- Ensure compliance with noncredit funding criteria and instructional design guidelines.

- Support faculty in developing noncredit curriculum pathways for adult learners and upskilling.

4. Noncredit– Basic Skills Representative

Voting member

- Provide feedback on curriculum supporting technical education, certificate programs, and foundational skills.
- Facilitate integration of industry standards, basic skills, and guided pathways in CTE programs.
- Collaborate with departments on alignment of curriculum with regional workforce initiatives.
- Review curriculum for contextualized learning and academic readiness support.

Responsibilities of Faculty Division Representatives

*(Note: Each division maintains **one shared vote** regardless of number of reps.)*

- Share workload in reviewing curriculum proposals and attending meetings.
- Provide timely feedback on proposals originating from their division.
- Serve as a point of contact for faculty inquiries within their division.
- Ensure accurate representation of department interests in committee discussion.
- Coordinate with co-representatives to manage meeting attendance and voting.