



THE CURRICULUM PROCESS

Overview of the curriculum development, approval, and review process

DEVELOPMENT



Faculty are responsible for the development of curriculum in their respective disciplines. Initial dialogue with department chairs ensures that prospective curricula align with institutional plans and goals. Courses and programs offered at multiple Colleges in the District require consultation among the sister departments. A curriculum proposal consists of a course outline of record, a student learning outcomes addendum, and a distance education addendum (if applicable).

APPROVAL



College curriculum must adhere to statute, regulation, policy, and procedure at the state, regional, and local levels. The Curriculum and Instructional Council (CIC) has the primary responsibility for approving Merritt courses and programs. Additional vetting by the Council on Instruction, Planning and Development; Peralta Board of Trustees; and California Community Colleges Chancellor's Office may be necessary. Curriculum approval is a time-consuming process, so advanced planning and realistic implementation timelines are highly recommended.

REVIEW



Curriculum review ensures that the courses and programs offered at Merritt meet academic standards and students' needs. In addition, it supports the accuracy of the college catalog. PCCD AP 4020 requires that all courses and programs be reviewed on a three-year cycle through the program review process. AP 4020, however, is superseded by Ed Code and Title 5, which mandate that CTE curricula be reviewed every two years.

PLATFORM



CurricUNET META is an online platform used to manage curriculum at Merritt. Curricular proposals are entered into CurricUNET META to create a searchable database of active courses and programs. This official inventory is published in the college catalog. An account is required to log into the system.

PERALTA.CURRICUNET.COM

QUESTIONS



Still have questions? Consult with deans, department chairs, program directors, and colleagues. Ask a CIC member; contact the Curriculum Specialist, LaShaune Fitch, at lfitch@peralta.edu; or visit the Merritt College Curriculum website for additional information and resources.

WWW.MERRITT.EDU/WP/CURRICULUM