

Curriculum Division Representative Duties

CurricUNET Review

1. Review all Fullerton College curriculum proposals using CurricUNET (CNET). You will receive emails from system@governet.com when proposals are in your approval queue.
 - a. Review of each proposal at Technical Review (Level 2.8) following the guidelines outlined in the "Curriculum Committee Online CurricUNET Review Process."
 - b. Post comments regarding issues and needed corrections in CNET.
 - c. Review each proposal a second time at the Curriculum Committee level (Level 6). Check that your previous comments have been addressed, and any other issues have been resolved.
2. Review "Crosswalk" proposals from Cypress College and NOCE for your Division through CNET.
3. If you have questions about review, contact Guy Dadson (Technical Review Chair) or Heather Treminio (Curriculum Specialist).

Committee Meetings and Follow-up

4. Attend and actively participate in all curriculum committee meetings: 1st, 3rd, and 5th Wednesdays from 1:30-4:30pm.
5. Prepare for curriculum committee meetings:
 - a. Read agenda and distributed materials in preparation for discussion and action
 - b. Do a final review of all proposals on the agenda to check if ready for approval
 - c. Try to raise questions and resolve problems with originators before proposals come to the committee meeting for approval
 - d. Consider how proposals from other departments or general policy proposals may affect curriculum or impact offerings in your division. Consult with discipline faculty on this when appropriate.
6. After each meeting, follow up on any items that come up for your division.

Guide Your Division's Proposals

7. Organize, guide and supervise Six-Year Review for your departments – see Six-Year Review schedule for departments due for review, and Tracking documents for courses and programs that are past due.
 - a. Contact departments that have courses and/or programs due for Six-Year review. Let them know the timelines (see Curriculum Master Calendar).
 - b. Provide faculty with the CNET Quick Start Instructions (curriculum.fullcoll.edu website, CurricUNET link) – Training/help sessions for faculty can be arranged (contact Heather).
8. Ensure all courses and programs in your departments finish the CNET review process on time, e.g., check on proposal progress, send reminders to faculty/dean/etc.
9. Assist faculty in developing other proposals for new or revised courses or degrees. Contact Heather or Guy with questions.
10. Review each proposal from your division in CNET as it reaches Level 2.76 and Level 5 (required Division Rep approvals). "Approve" if everything is OK, or "Recommend Changes" if updates are still needed. You will get emails from system@governet.com when proposals are in your queue.
11. Follow up with your faculty on issues with proposals that John, Heather, or Guy contact you about (e.g. filling out state forms, writing narratives for programs, etc.)

Curriculum Timeline

The timeline for the creation and implementation of curriculum is dependent on the revision type. Whereas minor revision proposals can be created and implemented within a semester, major revision proposals generally require more than one year between creation and implementation. Curriculum proposals should be pre-launched in February, launched in April, and CC approved in May or August/September to ensure implementation by the following fall. Course proposals submitted for CSU GE/IGETC, should be pre-launched by October two years prior to implementation.