

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Regulations for Policy 3010, Academic Senate

The primary function of the Riverside Community College Academic Senate is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate patterns;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Board of Trustees relies primarily on the recommendations of the Academic Senate for items 1, 2, 3, 4, 5, and 8. The Senate will work with the appropriate administrative office(s) while developing its position. The Senate will then forward its final recommendations to the President of the College, who will present them in a timely manner to the Board of Trustees with or without his/her endorsements or comments.

The Board of Trustees will receive items 6, 7, 9, 10, and those matters developed in item 11 as the result of mutual agreement after consulting collegially with the Academic Senate.

Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

“Relies primarily” means that all recommendations of the Academic Senate in the specified areas will be forwarded to the Board on behalf of the Academic Senate and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board’s decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall communicate in a timely manner its reason in writing to the Senate. If such recommendation is not accepted, existing policies and procedures will remain in force.

“Mutual agreement” means that the policy and implementation recommended shall be prepared by the Academic Senate, the Board or the Board’s designee, and jointly ratified by these same entities.

Collegial consultation will take place in accordance with the Consultation Process Agreement. The Academic Senate, after consultation with the President of the College, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

April 19, 1996

CURRICULUM PROCESS AGREEMENT

The following curriculum process agreement was agreed upon by the District and the Academic Senate in December, 1990, revised March 3, 1993, and further revised in June, 1994.

- A. Any faculty member, department, or dean may originate a curriculum proposal.
- B. The proposal will then be forwarded to the department chair. Any suggested revisions, along with the original proposal, will be returned to the originator within a reasonable amount of time. The originator may accept the changes or submit the original, along with the suggested changes, to the faculty of the department for consideration.
- C. The proposal must be reviewed, voted upon, and passed by the majority of all full-time department faculty, and, in the case of an occupational program, the proposal must be reviewed by the appropriate occupational advisory committee.
- D. In the case of an occupational program, the Dean of Instructional Support Services (Occupational/Contract) [1] will insure that the proposal has been reviewed by the appropriate occupational advisory committee. This committee's sole role is to evaluate the course content's relevance to the industry.
- E. The proposal and all supporting documents will be submitted to the Office of Academic Affairs for processing and then be forwarded to the chair of the curriculum committee to be placed on the agenda. All proposals intended for action must be submitted at least two weeks prior to the next scheduled College curriculum committee meeting. The agenda and curriculum proposal must be made available to the committee members at least five working days prior to the next meeting to give sufficient time for analysis.
- F. The proposal will be reviewed at the College curriculum committee meeting and accepted or rejected by a majority of the members present. (A quorum is required for actions involving agenda items.)
- G. If accepted, the proposal will be forwarded to the Vice President of Academic Affairs [2].
- H. If in the review process, the Vice President of Academic Affairs recommends some changes, the Vice President will notify the College curriculum committee within a reasonable amount of time. The original proposal and the recommendations of the Vice President of Academic Affairs will be placed on the agenda for the next College curriculum committee meeting.
- I. Courses which have been reviewed and approved by the College curriculum committee shall be recommended to the Vice President of Academic Affairs, who reviews and, if appropriate, recommends to the President, who, in turn, reviews and, if appropriate, recommends to the Board of Trustees for approval.

- J. Development of the list for curriculum materials and/or supporting documents required will be carried out by the College curriculum committee in consultation with the Office of Academic Affairs.

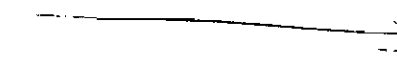
-
- [1] Dean of Instructional Support Services (Occupational/Contract) or the occupational education representative for the District or College.
- [2] Vice President of Academic Affairs or Instructional Officer for the District or College.

CURRICULUM MATERIALS

- A. New course materials will include:
1. A New Course Proposal form
 2. A Course Master Requisition form
 3. Department and, where appropriate, occupational advisory committee minutes
 4. The original and one copy of the Course Outline
 5. Supporting materials where required
- B. Course revision materials will include:
1. A Course Revision Proposal form
 2. A Course Master Requisition
(Enter only those fields which need to be changed)
 3. Department and, where appropriate, occupational advisory committee minutes.
 4. The original and one copy of the revised Course Outline
 5. Supporting materials where required
- C. Course suspension materials will include a Course Revision Proposal form only.
- D. Course deletion materials will include:
1. A Course Revision Proposal form
 2. Departmental minutes
- E. Suspended course reactivation materials will include:
1. A Course Revision Proposal form
 2. The original and one copy of the updated Course Outline
- F. Workshop courses (formerly 99/99ABCD) will be designated by numbers from 101 through 199. ABCD will follow the number for those workshops repeated for credit. The following materials must be submitted directly to the Vice President of Academic Affairs:
1. A Course Master Requisition form
 2. A Course Outline
- G. Materials relating to matters such as degree and certificate patterns, graduation requirements, etc. will be submitted when they are revised in any way.

RIVERSIDE COMMUNITY COLLEGE
Equivalency Process

To comply with the requirements of AB 1725, all current faculty who wish to change their teaching area and who do not hold a life credential in the new area, and all applicants for teaching positions must meet the minimum qualifications for the discipline in which they wish to teach. Any applicant or current faculty member who does not possess the minimum qualifications established by law may petition for equivalency. Equivalency is not a waiver of minimum qualifications. Equivalency may be granted in cases where the qualifications are not identical to the minimum qualifications. Equivalency is equal to or exceeds the minimum qualifications. Petitions for equivalency are available in the Office of Human Resources.

- A. In the case of current faculty members who seek to change their area of teaching to one in which they do not possess the minimum qualifications, a petition for equivalency and all relevant documentation will be reviewed by an equivalency committee. Current faculty who have worked under an Eminence or Limited Services credential at Riverside Community College during the 1989-90 academic year are judged to have met the minimum qualifications of the discipline under which they have taught or are teaching.
- B. In the case of new applicants for hire, the designated hiring committee will screen applications to determine which candidates are to be invited for interviews. If any such applicants have indicated that they do not meet the minimum qualifications but have submitted a petition for equivalency, their petition and relevant documentation will be reviewed by an equivalency committee.
- C. An equivalency committee will be composed of the following three members:
 1. One member selected by the President or designee. 
 2. One member of the Academic Senate selected by the President of the Academic Senate or designee, normally a faculty member from the area of teaching involved.
 3. One member of the ~~department or program~~ ^{discipline} selected by the faculty of that ~~department or program~~ ^{discipline}. This member will be designated when the position opening is announced. Where possible, this will be a member from the same teaching area as the position to be filled. *alt's job*
- D. The committee will select a chair, review the documents, and then determine whether the petitioner has qualifications that are at least equivalent to the minimum qualifications of the discipline. A simple majority's decision is final.
- E. A grant of equivalency places the applicant on the same basis as other applicants who possess the minimum qualifications for the discipline.