IMPERIAL VALLEY COLLEGE
CURRICULUM GUIDE

Chapter 1
Curriculum Processing Deadlines, Course Revision Policy, and Guidelines

2025 – 2026 IVC Curriculum Processing Deadlines

2025 – 2026 IVC Curriculum Committee Meeting Schedule

General Curriculum Proposal Deadlines

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Faculty Responsibilities and Proposal Process Information

Courses Not Revised

Guidelines for Submitting Curriculum Proposals

Curriculum Processing Deadlines AY 2025 – 2026

The IVC Curriculum Committee Meetings are held on the 2nd and 4th Wednesday of each month during the Fall and Spring Semesters from 2:30 p.m. to 4:00 p.m.

Fall 2025 Meeting Schedule	Spring 2026 Meeting Schedule
Wednesday, August 27, 2025 Wednesday, September 10, 2025 Wednesday, September 24, 2025 Wednesday, October 8, 2025 Wednesday, October 22, 2025 Wednesday, November 12, 2025	Wednesday, February 25, 2026 Wednesday, March 11, 2026 Wednesday, March 25, 2026 Wednesday, April 22, 2026 Wednesday, May 13, 2026 Wednesday, May 27, 2026

General Curriculum Proposal Deadlines:
1. The department chair and dean must approve proposals on Tuesday of the week before the next meeting.
2. Tech review will occur on Wednesday and Thursday of the week before the next meeting. Items requiring additional information will be held until corrected and placed on the next available agenda once corrections/documentation are completed.
3. New Course and Program proposals must be submitted by the last meeting in November for inclusion in the following catalog.

University System Articulation Deadlines:
> 26-27 UC TCA: July 25, 2026
> 26-27 Cal GETC: December 5, 2025 (must already have UC transferability)
> 26-27 SDSU: April 15, 2026 (new and revised courses)
> 26-27 ANG: Deadline for all CSU and UC course-to-course articulation: May 15, 2026 (new and revised courses, including text updates)

These are our internal submission deadlines. Failure to meet these deadlines may mean that changes will not be reflected until the following year's catalog.

Curriculum Committee 2025 – 26 Meeting Calendar			
Activity	**Activity Category**	**Deadline**	**Special Notes**
New Program	Substantial Change	November 12, 2025	Submitted in CurriQunet by November 12, 2025
New Course: GE Transferable	Substantial Change	November 12, 2025	Approved by the November 13, 2025, curriculum meeting. This is the deadline for all the 26-27 Cal GETC submissions. New courses must obtain UC TCA, UC transferability, and then may be submitted for Cal GETC.
New Course: Non-GE Transferable	Substantial Change	March 11, 2026 & March 25, 2026	March 25, 2026, SDSU & ANG All Universities Deadline
Modified Course: Non-Text Updates	Substantial Change (description, content, objectives, prefix/subject, course number, or prerequisite)	March 25, 2026	March 25, 2026, SDSU Deadline. Substantial changes mean a course must be re-reviewed for Cal GETC, UC TCA, and by all universities for course-to-course articulation
Modified Course: Text	Non-Substantial Change: (Text Update)	April 22, 2026	While not an update requiring a re-review, we must submit to ANG.
Modified Course: Distance Ed (DE), Large Quota (LQ), Class Size (CS), and SLO	Non-Substantial Change: (DE, LQ, CS, and SLO)	All Year	These updates can be made year-round.
Modified Programs – (Modified, Deletions, inactivation)	All Changes: Substantial and Non-Substantial	March 25, 2026	All program changes approved by March 25, 2026, curriculum meeting will be included in the 26-27 catalog.

26 - 27 IVC Catalog Deadlines:
The goal is to complete catalog changes during April and May 2026 for the 26-27 catalog, which will be published on June 1, 2026. To be included in the 26-27 catalog, all new courses and programs must be fully approved prior to catalog publication.

26 – 27 IVC/Cal GETC Lists:
These will be published in late May/early June once the reviews are back from the system offices.

26 – 27 AP/IB/CLEP Charts:
These will be compiled by May 27, 2026, for the 26-27 catalog publication.

Course Revision Policy:
- Transferable and degree-applicable course outlines may not be older than 7 years.
- CTE course outlines may not be older than 5 years.
- Transferable and degree-applicable course textbooks may not be more than 7 years old or, if appropriate, labeled as "Discipline Classic."
- Textbooks for CTE courses should not be more than 5 years old.
- Transferable and degree-applicable Course Outlines of Record (CORs) must be submitted for review at least every six years, which allows the Curriculum Committee to complete the review by the seven-year deadline.
- CTE courses must be reviewed every four years, which allows the Curriculum Committee to complete the review by the 5-year deadline.
- At the first meeting of the Fall semester, the Curriculum Specialist and Instruction Office will provide a list of courses to departments/disciplines that are up for review that year. This list will be provided to the Department Chairs and Area Deans.
- Department/discipline faculty work with their Department Chair, Curriculum Chair, and Curriculum Specialist to ensure that course revisions are completed and submitted within the six-year review window.

Faculty Responsibilities and Proposal Process Information:
- Department/discipline faculty are responsible for developing new and modifying existing courses within the approval timeline.
- New courses must be planned for in program review, have a documented need, be supported by the department, and have a completed new course proposal and documentation in CurriQunet by the deadline appropriate for the course.
- Modified courses require a completed Course Modification Proposal in CurriQunet, and all corresponding documents must be included by the deadline appropriate for the course.
- Once course proposals have been submitted in CurriQunet, they must be approved by the department chair and the area Dean. These approvals move the proposal "out of department" and into "tech review."
- The "tech review" process allows committee members to review and provide feedback on the proposals. The department/discipline faculty must respond to requests for information/changes from the Curriculum Committee, Curriculum Chair, Student Learning Outcomes Coordinator, your Dean, Distance Education Coordinator, or Instructional Operations before committee approval.
- The course is locally approved by the Curriculum Committee and Board of Trustees before the start of the new proposal (effective term).

Courses not Revised:
- Course outlines that have not been submitted for review within 6 years will be subject to deactivation. Under extenuating circumstances, departments and disciplines may request a one-year extension to the 6-year revision policy.

Guidelines for Submitting Curriculum Proposals:
Faculty members initiate course and program proposals in collaboration with their departmental faculty and chair. Below are some guidelines.
- Review the yearly course review list to ensure you are addressing dated curriculum and keeping courses current.
- Adhere to the yearly curriculum submission deadlines.
- Do not assume that an existing course outline or program meets guidelines and regulations.
- The planning for new courses and programs should begin with program review and include input and support from the academic department.
- Working in collaboration with the Department Chair and Area Dean will facilitate well-prepared proposals.

Chapter 2
Curriculum Committee Review Process and Forms

Department Creation and Approval

Technical Review

Curriculum Committee Review

Steps After Curriculum Committee Approval Steps

Curriculum Proposal Form Types

Department Creation and Approval Steps:
1. The district uses CurriQunet to submit, review, and approve curriculum proposals.
2. New courses and programs originated from discipline faculty, must be included in program review, and must have the department's support.
3. The originating faculty and department chair work with the curriculum specialist and curriculum committee chair to develop proposals in CurriQunet.
4. Lead faculty use CurriQunet to launch both new and/or modifications to existing courses and programs.
5. The type of curriculum being developed/modified determines the type of proposal that the department must launch:
   o New Course
   o Modified Course
   o New Program
   o Modified Program
   o Reinstated Course
   o Course Deactivation
   o Course Deletion
   o Program Discontinuance

Following the submission of the curriculum proposal by the originator, the proposal is reviewed and approved by the following in the order noted:
1. Department Chair or Coordinator
2. Division Dean
3. Technical Review Committee
4. Curriculum Committee Chair, Curriculum Consultants, Curriculum Committee

Technical Review (Tech Review):
- The Curriculum Committee performs a technical review of proposals via the Tech Review Sub-Committee.
- The Tech Review Subcommittee allows committee reviewers to discuss, question, review, and correct proposals before they are voted on in committee.
- Curriculum Chair/Curriculum Specialist provides Tech Review results to the department(s) for review and revision as necessary. Faculty respond to questions and/or concerns formulated at the first reading.

Curriculum Committee Review:
- Department members present proposals to the Curriculum Committee.
- Curriculum committee members vote on the proposal(s), unless further revisions are needed.

Approval Steps after Curriculum Committee Approval:
1. The Academic Senate appointed Curriculum Committee Co-Chair
2. Chief Instructional Officer
3. The IVC Academic Senate approves curriculum proposals. Once approved by the Academic Senate, they are submitted to the Board of Trustees for final approval as a "Board Packet."
4. Board-approved curriculum is submitted to the California Community College Chancellor's Office and other agencies as needed (e.g., ACCJC).
5. If it has the necessary approvals, the curriculum will be effective in the Fall of the next academic year.

- The curriculum specialist maintains all curriculum records, reports, and meeting minutes housed in BoardDocs.

Curriculum Proposal Types:
The Curriculum Committee reviews proposals for the following categories:
- Courses
- Programs/Degrees
- Distance Education
- General Education

The types of actions that can be approved by category are the following:
- Courses: Addition(s), Modification(s), Deletion(s)
- Programs: Addition(s), Modification(s), Deletion(s)
- Distance Education: Mode of Instruction – Fully Online, Partially Online, and Emergency Online
- General Education: Approval for Areas A-E for the Associate of Arts or Science

Please use the [IVC Curriculum website](#) to access the appropriate forms for the type of curriculum action you would like to begin. The instructions are included on the website. Additional forms may be required based on the kind of Curriculum Action being taken, such as Content Review, Letter(s) of Intent, and/or Alignment paperwork.

Chapter 3
Curriculum Committee

Committee Charge

Committee Composition

Curriculum Committee Membership – Voting

Curriculum Committee Membership – Consultants

Technical Review Subcommittee

Meetings

Responsibility of Committee Members

Committee Charge:

The District Curriculum Committee serves in an advisory capacity to the Academic Senate and provides policy recommendations and procedures in the areas of:

- curriculum, including establishing prerequisites and placing courses within disciplines
- degree and certificate requirements
- grading policies
- educational program development

This responsibility includes initiation, review, and approval of programs.

The function, membership, and procedures of the Curriculum Committee are subject to review every 2 years by the Board of Trustees or its designee, the Academic Senate.

Committee Composition:

The Academic Senate of Imperial Valley College approved the following membership composition and representation for the college's Curriculum Committee. The following composition will remain in place until voted on by the Curriculum Committee and the Academic Senate.

Curriculum Committee Membership – Voting:

Faculty Co-Chair, Elected by the IVC Academic Senate
Behavioral and Social Science Department Chair
Business Department Chair
Child, Family, and Consumer Sciences Department Representative
English Department Chair
English as a Second Language Department Chair
Exercise Science/Wellness/Sports Department Chair
Humanities Department Chair
Industrial Technology Department Chair
Math and Engineering Department Chair
Nursing and Allied Health Department Faculty Representative
Public Safety Department Faculty Representative
Science Department Chair
World Languages and Speech Department Chair
Articulation Officer
Counseling Faculty Representative
Distance Education Coordinator

Curriculum Committee - Consultants:

Administrative Co-chair, Chief Instruction Officer
Vice President for Student Services and Equity
Dean of Arts, Letters, and Learning Services
Dean of Economic and Workforce Development
Dean of Health and Public Safety
Dean of Math and Science
Dean of Student Services and Special Projects
Associate Dean of Athletics, Exercise Science, and Health
Associate Dean of Non-Traditional Education (noncredit representative)
Associate Dean of Nursing and Allied Health
Director of Admissions and Records
Director of Student Equity and Achievement Program
Transfer Center Coordinator
Guided Pathways Coordinator
SLO Coordinator

CPL Counselor
Disabled Student Programs and Services
Librarian

Technical Review Subcommittee:
The Technical Review Committee, a subcommittee of the Curriculum Committee, meets as needed to review and approve curriculum items for the next Curriculum Committee meeting. Technical Review Committee members include the Curriculum Committee Chair, Articulation Officer, Student Success and Support Program Director, Distance Education Coordinator, SLO Coordinator, Dean of Arts and Letters and Learning Services, Associate Dean of Nontraditional Education, and the Director of DSP&S. Faculty as originators of curriculum proposals and/or Department Chairs and/or Division Deans participate in Technical Review Committee meetings on an as needed basis.

The Curriculum Specialist provides clerical support to the Curriculum Committee and acts as the recording secretary for both the Curriculum Committee and Technical Review Committee Meetings.

Meetings:
The Curriculum Committee meets on the second and fourth Wednesday of each month during the Fall and Spring semesters. Meetings are usually held in the IVC Boardroom from 2:30 to 4:00 p.m.

Responsibilities of Curriculum Committee Members:
The Curriculum Committee Division Representatives serve as liaisons between the Curriculum Committee and the departments in their division.
The division representative will:
- Serve as a consultant to departments in their division during curriculum development by answering
- questions, providing information, and preparing the faculty for their visit to the curriculum meeting. The representative will support the mission of the Curriculum Committee and ensure Title 5 compliance.
- Bring questions from departments to the curriculum chair if uncertain of the answer.
- Inform and update the division members during division meetings held during professional development week about curricular issues such as prerequisites, alignment issues, and curriculum deadlines.
- Inform and update the curriculum chair of curricular issues in the represented departments.
- Present the department's proposal if the department chooses.

All members serving on the Curriculum Committee, including those who do not represent a specific division, have the following responsibilities:
- Attend bi-weekly Curriculum Committee meetings
- Review the curriculum proposals before weekly meetings and provide input
- Promote the values as stated in the mission statement

Chapter 4
Resources

The Course Outline of Record

IVC Curriculum Committee Website

Program and Course Approval Handbook (PCAH)

Accessibility Guide

Educational Code and Title 5

The Course Outline of Record:
The official Course Outline of Record (COR) defines the content, objectives, methods of instruction and evaluation, sample textbooks and instructional materials for the course, and more. It establishes the number of units for the course, plus the number of hours of instruction, and will list any prerequisite(s) or corequisite(s) required for the course.

IVC Curriculum Committee Website:

Program and Course Approval Handbook (PCAH):
The Program and Course Approval Handbook (PCAH) assists California community college administrators, faculty, and classified professionals in developing programs and courses and submitting these proposals for review and chaptering by the Chancellor's Office.
- Program and Course Approval Handbook (PCAH) 8th Edition

Distance Accessibility Guide:
All courses that are approved for Distance Education must meet specific Accessibility requirements as outlined in Title V. Please review the online accessibility guidelines if you are interested in adding Distance Education as a mode of instruction for a course.
- Distance Education Accessibility Guidelines for Students with Disabilities

Educational Code and Title 5:
Several curriculum topics are consistently referenced in Curriculum. Below are some of the most referred to. The list will be updated as sections of Title 5 are used for reference or are updated by the legislature. Additionally, faculty can access a more detailed listing of the sections of the regulations for the Curriculum in the Program and Course and Approval Handbook (PCAH).

- California Community Colleges, Title 5, Division 6
- Academic Senate (Faculty Purview) over Curriculum, Ed. Code - 70902
- Course Requirements for the Associate Degree, Title 5 - 55061
- Definitions and Application (Distanced Education), Title 5 - 55200
- Credit for Prior Learning, Title 5 - 55050