

## Curriculum FAQ

### ***When does the Curriculum Committee meet?***

The Curriculum Committee meets every three weeks. To find the next meeting date see the [calendar](#).

### ***Do I have to attend the Curriculum Committee meeting?***

When proposing new courses, courses changes, or programs you should plan on attending the meeting. If there are extenuating circumstances that prevent you from attending you can contact the Chair of the committee.

### ***How do I submit my curriculum forms?***

After saving the forms to your computer, email them to the Curriculum Coordinator ([rosebell@mendocino.edu](mailto:rosebell@mendocino.edu)). Once they have been proofed you will be contacted with any changes and can then submit the signed forms in hardcopy to the Curriculum Coordinator.

### ***Who signs the curriculum forms?***

You sign as the initiator, the full-time faculty member in the discipline signs (may also be you), the Vice President of Education and Student Services signs, and after committee approval the Chair of the Curriculum Committee signs. You may also need the signature of the Articulation Officer if the course will be transferable to a CSU or UC.

### ***What classes can be offered as non-credit?***

The non-credit classification is for specific course offerings. These include classes for Parenting Education, Basic Skills, English as a Second Language, Immigrant Education, Education Programs for Persons with Substantial Disabilities, Short Term Vocational Programs with High Employment Potential, Education Programs for Older Adults, Family and Consumer Sciences, and Health Safety. To find out if the course you are proposing meets one of these areas please visit the "Non-Credit at a Glance" document found here: <http://freeclasses.lattc.edu/NoncreditAtAGlance.pdf>

### ***How do I propose a special topic course?***

Special topic courses provide a venue for selected topics within a discipline (such as history of a specific culture) that may not merit a regular four-sequence course. A new special topic course will need an "umbrella" course, and each special topic being offered will then be proposed as a new course under the umbrella. Once an umbrella has been established you will only need to submit form 801 for the individual special topic.

### ***How do I find out if my course is transferable?***

To find out about course articulation and/or transferability you should meet with the articulation officer.