

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Proposal to Create New Ad Hoc Committee: Curriculum Best Practices**

Name of Committee

Curriculum Best Practices (CBP) Ad Hoc Committee

Process

- A. The committee shall document best practices for curriculum development and management within a decentralized curriculum model.
  - a. The resulting handbook/documentation shall include equity considerations, wherever appropriate
  - b. CCC recommends the committee create an ongoing process for training new curriculum reps, either to include in the best practices documentation/handbook or as separate documentation
- B. To aid in the documentation process, CCC highly recommends that the committee:
  - a. Gather input from the curriculum reps from each division, including any resources and/or platforms (e.g., Canvas sites) currently in use
  - b. Review resources published at the state level (e.g., ASCCC, CCCCCO) for possible adaptation for local use
  - c. Review any previous handbooks/resources published locally (e.g., CCC Orientation PowerPoint, Office of Instruction handouts/checklists)
- C. CCC highly recommends that the resulting handbook/documentation not be created in hardcopy format; instead, a dynamic platform shall be used (e.g., Canvas).
- D. The resulting documentation should not be presented as the definitive approach for all divisions; instead, it shall be a list of suggestions that each division can adapt to fit their unique needs.

Structure

- A. The committee shall have a chairperson.
- B. The committee membership shall be open to all college faculty.

Time Frame

- A. The start date for the committee shall be the date of approval of this proposal.
- B. The committee chairperson shall present the committee's findings and recommendation in spring of 2021.