

BUTTE COLLEGE
Request for Exemption from START

The START Program is for students enrolling in Butte College for the first time. It provides students with pre-enrollment and enrollment services designed to improve opportunities for success in pursuing their educational and vocational goals.

START consists of the following:

- *an orientation to college services, programs, policies and procedures;*
- *a tour of the Butte College campus;*
- *assistance with identifying educational and career goals; and*
- *pre-enrollment counseling/advising to assist in course selection.*

After reviewing the information provided on the Butte College START program, the following course should be exempt from the college's pre-enrollment activities:

Course Prefix and Number: Kin-38 C4323 & Kin-39 C432

☒ Orientation & Counseling exemption is requested

Please explain why students enrolled in the course listed above, who are new to Butte College, do not require exposure to the activities provided during the college's START program.

Several individuals who have already completed college have expressed interest in taking class for personal enrichment rather than academic credit. Because these students are pursuing a degree or credential at Butte College, the pre-enrollment activities required by START are not applicable to their purpose for taking the course. The required START activities currently prevent these individuals from enrolling. Additionally, because the class is held at the CARD Center, a campus tour is unnecessary.



Signature of person submitting this form

9/1/26

Date

Certificate in Allied Health

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: ALLIEDHEALTH.CC

The Allied Health Certificate is designed to prepare students to enter the healthcare field. The curriculum is designed as an introduction to careers in healthcare. It will also provide an understanding of medical terminology, and issues affecting public health and our society. In addition, the certificate provides curriculum on "soft skills" in healthcare, for example communication and professionalism. Upon completion of this certificate, students may be able to obtain an entry level position in the healthcare industry as well as submitting the certificate of completion to healthcare programs as part of their application process.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Compare and contrast different career option in the healthcare setting.
2. Analyze the common terms in healthcare and be able to transfer that knowledge to other healthcare courses.
3. Differentiate between public health and traditional medical models in healthcare.
4. Develop "soft skills" in the professional health care setting.

Required courses:

ALH 3	Introduction to Public Health	12.00	9.00
ALH 6	The Critical Six Soft Skills in the Professional Healthcare Environment		3.00
ALH 104	Medical Terminology		3.00
CLP 30	Career Life Planning		3.00

Total: 12.00 9.00

Suggested Program Map

Required courses:

Units: 12.00 9.00

Term 1

ALH 3	Introduction to Public Health	12.00	9.00
ALH 6	The Critical Six Soft Skills in the Professional Healthcare Environment		3.00
ALH 104	Medical Terminology		3.00
CLP 30	Career Life Planning		3.00

Total: 12.00 9.00



AP 4020 Program and Course Curriculum Development

References: Title 5 Sections 51021, 55000 et seq. and 55100 et seq.;
 ACCJC Standards II.A

Approved: August 2014

Last Revised: XXXX 2026

Last Reviewed:

I. Overview

Butte College develops and maintains high-quality academic programs and curricula that are relevant to student, community, and employer needs. The College regularly evaluates all curricula to ensure quality and currency. Program and course curriculum development, review, and ongoing improvement are academic and professional matters under the authority of the Butte College Academic Senate, which delegates authority for curriculum standards and approval processes to the Curriculum Committee. The Curriculum Committee establishes and maintains procedures for curriculum development, review, and approval through the Curriculum Committee handbook, incorporated by reference into this administrative procedure. Department faculty review, initiate, and submit curricula to the Curriculum Committee for review and approval. The chief instructional officer (CIO) provides administrative oversight of curriculum development and approval processes, ensures compliance with all applicable statutes and regulations, and approves or rejects curriculum proposals as delegated authority by the Superintendent/President, following District policies for participatory governance in relation to the Academic Senate.

II. Curriculum Committee

The Butte College administration and the Academic Senate establish the Curriculum Committee's responsibilities and structure by mutual agreement. The committee receives annual training to ensure all federal, state, and local curriculum standards are followed in the review and approval process. The committee review process includes consideration of approaches to subject matter and teaching that accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students

The Curriculum Committee is responsible for the following curriculum matters:

- Standards, criteria, and processes governing the establishment of new courses and programs
- Standards, criteria, and processes for modifying existing courses
- Modifications or restructuring of existing programs
- The structure and elements required on the course outline of record
- Pre and corequisites for courses and programs
- Advisories on recommended preparation
- General education definitions, criteria for inclusion, and approval of individual courses within each general education category.
- Standards for Distance Education
- Implementation of state regulations and guidelines related to program and course curriculum

- Initiating and following changes to standards, approval criteria, processes, and curriculum policies
- Recommending program and course approvals to the CIO.

Recommendations on program discontinuance are presented to the curriculum committee as information items but originate and are approved by the Program Research and Recommendation Committee and are then submitted to the Superintendent/President for review and consideration.

The Curriculum Committee consists of the following positions:

- ~~1. Curriculum Chairperson~~
- ~~2. Chief Instructional Officer, or designee~~
- ~~3. Academic Senate, Vice President, or Academic Senate Executive Committee Designee~~
- ~~4. Ten (10) Faculty, two (2) representatives from each Community of Interest (COI)~~
- ~~5. One (1) Counselor Representative~~
- ~~6. Equity and Inclusion Specialist~~
- ~~7. Library Representative~~
- ~~8. Articulation Officer~~
- ~~9. Student Representative~~
- ~~10. Two (2) Division Dean/Director Representatives~~
 - Curriculum Chair
 - Chief Instructional Officer, or designee
 - Two Division Dean/Director Representatives selected by the CIO
 - Nine faculty – Appointed by the Academic Senate
 - Student Learning Outcomes Assessment Coordinator
 - Distance Education and Accessible Learning Coordinator
 - Equity and Inclusion Specialist
 - Counseling Representative
 - Articulation Officer
 - Academic Senate Representative
 - Library Representative
 - Student Representative

To manage the curriculum workflow and approval process, Butte College convenes a technical review team responsible for tracking curriculum proposals, providing technical assistance to authors, and reviewing the accuracy and completeness of all proposals before the curriculum committee's review. The team consists of the Curriculum Chair, Articulation Officer, Curriculum Analysts, a counselor, and others as needed.

III. Curriculum Approval Standards and Criteria

The Curriculum Committee Handbook documents and communicates the detailed process and steps for curriculum approval to faculty. Curriculum proposals must be submitted through the curriculum management system and must comply with the writing and technical standards outlined in the Handbook. Curriculum proposals are evaluated on the following criteria:

- Appropriateness to the mission of the college
- Demonstrated need, including appropriate labor market information for CTE programs
- Resource feasibility
- Compliance with all applicable laws and regulations

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- Quality
- Inclusion of diverse perspectives and subjects appropriate to the discipline and infusion of principles and practices for accessibility.

The technical review team determines the annual timelines for curriculum proposal submissions and approvals. The committee chair communicates the timelines to faculty and the academic senate.

IV. Regular Review

The college conducts ongoing reviews of courses and programs to maintain compliance with internal and external policies. Courses are reviewed on a six-year rotational cycle and updated as needed. Career and Technical Education programs and courses are reviewed for currency and effectiveness every two years. Programs that no longer meet defined labor market demand are referred to the Program Review and Recommendation committee for review through the program revitalization and discontinuance review process.

V. Annual Certification

Each year, the college certifies to the Chancellor's Office that it has trained the curriculum committee and that curriculum standards, policies and processes comply with state and federal curriculum regulations. This certification is signed by the Curriculum Chair, Academic Senate President, Chief Instructional Officer, and the Superintendent/President.

Curriculum Committee BYLAWS, 09/23/2026

ARTICLE I: NAME

The name of this committee shall be Curriculum Committee.

ARTICLE II: PURPOSE

The purpose of this committee is to oversee and approve curriculum matters under the jurisdiction of the Academic Senate, in accordance with Administrative Procedure AP 4020 (Program and Curriculum Development), including new and revised courses and programs, requisites, general education, delivery modes, implementation of regulations and guidelines, and curriculum policy changes, while ensuring compliance with Title 5 regulations. The primary responsibility for the detailed evaluation and review of curricula is at the department level.

ARTICLE III: MEMBERSHIP

A. Seated Members:

1. Curriculum Chairperson
- ~~1-2.~~ Chief Instructional Office, or designee
- ~~2-3.~~ Academic Senate, Vice President, or Academic Senate Executive Committee Designee
- ~~3.~~ Ten (10) Faculty, two (2) representatives from each Community of Interest (COI)
- i. ~~Three (3) Career Education (CE)~~
- ii. ~~Three (3) General Education (GE)~~
- iii. ~~Three (3) At Large~~
4. One (1) Counselor Representative
- ~~4-5.~~ Equity and Inclusion Specialist
- ~~4-6.~~ Student Learning Outcomes (SLO) Coordinator
- ~~5.~~ Distance Education and Accessible Learning Resources Coordinator
6. Library Representative
7. Articulation Officer
8. Student Representative
9. Two (2) Division Dean/Director Representatives

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The following members are advisory (i.e. non-voting) members.

10. Scheduling and Curriculum Representative
- ~~11.~~ Admission and Records Representative
- ~~12.~~ Student Learning Outcomes (SLO) Coordinator
- ~~13.~~ Distance Education and Accessible Learning Resources Coordinator
- ~~14.~~

- B. Terms of Membership: Representatives will serve terms defined by (and with reappointment permitted according to) the bylaws of the appointing body.

1. Curriculum Chairperson

- i. In consultation with the Curriculum Committee, the Academic Senate will elect a full-time faculty member as Chairperson following the procedures laid out in ARTICLE III Section 1 of the Academic Senate Bylaws. In making this selection, the Academic Senate will take into consideration:
 1. The nominee(s)' past experience and knowledge of current and historic issues addressed by the Butte College Curriculum Committee.
 2. The desire to rotate the chairperson among the academic and student support programs, student development, career education, and transfer and general education programs, to the extent reasonably feasible.
- ii. The Chairperson shall serve three-year terms, limited to two consecutive terms.
- iii. Should the Chairperson take a leave, a replacement will be selected by the Academic Senate. The replacement will serve out the unexpired term or until the Chairperson returns.
- iv. Faculty who wish to gain an understanding of the Chairperson role may submit a request to the current Chairperson to attend up to three (3) technical review meetings. The Chairperson will inform the Committee of any faculty who express interest.

2. Chief Instructional Officer

- i. Shall serve as a non-voting member of the committee.

3. Division/Dean Representatives

- i. The Dean/Director members will be appointed by the Chief Instructional Officer.

4. Equity and Inclusion Specialist

- i. The Equity and Inclusion Specialist will be selected by the U in Butte Committee and confirmed by the Academic Senate.
- ii. The Equity and Inclusion Specialist shall serve three-year terms, limited to two consecutive terms.

- iii. ~~Full time instructional faculty are preferred for this position, but the Diversity Committee may select full-time student development faculty if appropriate.~~

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5. Faculty
 - i. Faculty are appointed by the Academic Senate
6. Student Representative
 - i. The Student Representative will be appointed by the Student Senate.
7. When a position must be filled by Academic Senate appointment or selection, that choice will seek balanced representation, as follows:
 - i. To ensure balance between instruction and non-instruction, at least 50%, and no more than 67%, of voting members shall be instructional faculty (not including the Chairperson).
 - ii. ~~Whenever possible, faculty members shall consist of a balance from all academic disciplines, course modality experiences and student support programs.~~
- C. Advisory Members: additional non-voting members or guests may be invited to participate at the discretion of the Chair, including:
 1. Financial Aid representative
 2. ~~Admissions and Records~~
- D. Administrative support: appointed by the Office of Instruction

ARTICLE IV: BROWN ACT COMPLIANCE AND PARLIAMENTARY AUTHORITY

- A. All meetings of the Curriculum Committee shall be open to the public, in compliance with the Ralph M. Brown Act, California Government Code §§ 54950-54963.
- B. All meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised, 12th ed.* as modified by the Brown Act.
- C. Agendas for all regular meetings shall be posted at outside the boardroom located on Main Campus (SAS 360) and on the Curriculum Committee website at least 72 hours in advance of the meeting date and time, as noticed on the published agenda. Special meeting agendas shall be posted at least 24 hours in advance. Time shall be set-aside on each agenda to provide an opportunity for the public to address this committee on any item of interest to the public. Time limits for public participation shall be stipulated on the agenda.
- D. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second. [Note: certain types of motions may require a supermajority, as described in *Robert's Rules of Order Newly Revised, 12th ed.*]
- E. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be presented for approval vote at the next noticed meeting and made publicly available on the Curriculum Committee website.

ARTICLE V: MEETINGS

- A. Regular Meetings: Every other week during academic semesters.
- B. Special Meetings: Special meetings will be held when the Chair notices or is informed of an item with an immediate deadline.
- C. Quorum: Simple majority of voting members

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Commented [MP1]: This statement is being removed due to the specifications of representatives from each COL.

Commented [MP2]: Moved to advisory members

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ARTICLE VI: OFFICERS AND THEIR DUTIES

- A. Chair:
 - 1. Sets the agenda and presides over meetings; and
 - 2. Serves as the committee liaison to the Academic Senate and faculty.
- B. Academic Senate Representative:
 - 1. Assumes all Chair responsibilities in the absence of the Chair.
- C. Secretary: Appointed by Office of Instruction
 - 1. Publishes and distributes the meeting agenda and minutes, maintains records, and updates the committee webpage.
- D. Technical Review:
 - 1. Technical Review is responsible for ensuring all material brought to the Curriculum Committee is complete and ready for review. Technical Review consists of
 - i. Curriculum Chair
 - ii. Articulation Officer
 - iii. Curriculum Analysts
 - iv. Counselor Representative

ARTICLE VII: SUBCOMMITTEES

Ad hoc subcommittees may be formed as needed by the Curriculum Committee to carry out specific tasks. Membership and scope of work shall be defined by the committee at the time of formation.

ARTICLE VIII: AMENDMENTS

Proposed amendments to these bylaws must be approved by a two-thirds majority vote of seated members and ratified by the Academic Senate in order to take effect.

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5. One (1) Counselor Representative
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10. Two (2) Division Dean/Director Representatives

The following members are advisory (i.e. non-voting) members.

11. Scheduling and Curriculum Representative
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B. Terms of Membership: Representatives will serve terms defined by (and with reappointment permitted according to) the bylaws of the appointing body.

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