

Ventura College Curriculum Committee

Resolution on Enforcement of Priority 1 (P1) Course Update Deadlines

Date: _____

Presented by: Ventura College Curriculum Committee

Action: For Committee Vote

Resolution

Whereas, the Ventura College Curriculum Committee is responsible for ensuring that all courses and programs remain current, compliant with Title 5 and Chancellor's Office standards, and accurately represented in the college catalog and scheduling systems; and

Whereas, the timely update of courses designated as Priority 1 is essential to maintain curriculum currency, compliance with state and federal regulations, and eligibility for program funding and articulation; and

Whereas, departments are annually notified of the Priority 1 course update list and are expected to meet the established fall semester deadline in the designated year to ensure those courses remain active and compliant; and

Whereas, repeated failure by departments to meet Priority 1 update deadlines creates delays in the curriculum approval process, negatively impacts scheduling and student pathways, and undermines institutional planning and resource allocation;

Therefore, be it resolved, that the Ventura College Curriculum Committee establish the following enforcement policy regarding Priority 1 course update deadlines:

1. If a department fails to submit updates for its designated Priority 1 courses by the fall semester deadline in the year assigned, then in the following academic year, that department's Fall Program Review requests will not be considered or funded, including requests for Full-Time faculty positions.
2. If a department fails to submit Priority 1 updates for a second consecutive year, then in the following academic year, all Program Review requests from the department's entire division will be denied, including any cumulative or ongoing requests.

Therefore, be it resolved, that the Ventura College Curriculum Committee shall communicate this policy to all department chairs, deans, and the Academic Senate for inclusion in annual curriculum and program review planning materials; and

Therefore, be it resolved, that the Ventura College Curriculum Committee direct the Curriculum Technical Review workgroup and the Vice President of Academic Affairs to document and monitor departmental compliance with Priority 1 deadlines and report annually to the committee.

Rationale

The timely submission of Priority 1 course updates is critical to maintaining the integrity, compliance, and currency of the Ventura College curriculum. The Curriculum Committee relies on departments to meet established deadlines so that catalog production, scheduling, and state reporting processes remain accurate and aligned with institutional timelines. Departments that consistently fail to submit Priority 1 updates create delays that affect articulation, accreditation compliance, and the ability of the college to plan effectively for instructional and faculty resource needs.

This resolution establishes clear accountability measures to ensure equitable enforcement of curriculum timelines across all instructional areas. Linking Priority 1 compliance to Program Review funding and Full-Time Faculty Position requests provides a consistent and transparent mechanism to promote institutional responsibility and timely curriculum maintenance. By setting clear consequences for non-compliance and providing annual monitoring, Ventura College will strengthen its curriculum integrity, improve coordination across divisions, and ensure that students have access to current, high-quality academic offerings.

Signatures

Curriculum Committee Co-Chair/Date

Curriculum Committee Co-Chair/Date

Academic Senate President

Date

Vice President of Academic Affairs

Date