

# COMMITTEE CHARTERS

**Committee:** Curriculum Committee

**Co-Chair:** Elena Flacks, Library Science Faculty

**Co-Chair:** Carla Tweed, Vice President

**Purpose Statement (general):**

The Curriculum Committee is a standing committee established by the Academic Senate. It is responsible for ensuring the quality, currency, and planning of the College curriculum.

**Specifically (focuses on tasks, not theory):**

- Under the purview of the Academic Senate, recommends the future direction of the educational program and curricula offerings of the College.
- Promotes development of curricula and courses that meet the identified needs of the students, community, regional work places, and global society.
- Ensures that general education and associate degree requirements are appropriate to meet the goals of the College and the needs of students and the communities the College serves.
- Determines the appropriateness of new and revised course or educational program proposals for departments or disciplines.
- Ensures the quality, consistency, integrity, and feasibility of the College curriculum.
- Ensures compliance with statewide educational policy and articulation with other educational institutions.
- Ensures that all Course Outlines of Record are updated every five years.
- Ensures that courses that have not been offered in more than three years and degrees and certificates that have not been awarded in more than five years are inactivated.
- Assists department faculty in completing appropriate Transfer Model Curriculum (TMC), obtaining Course Identification Number (C-ID) approval, and submitting Associate Degrees for Transfer (ADTs).
- Establishes and monitors the work of subcommittees under its purview.
- Examines topical instructional issues of major importance to the College.
- Trains faculty in the use of eLumen.

**Decision Making Model:**

- The Committee operates with the College Shared Decision-Making Model.
- Issues outside the Committee will be referred to the Academic Senate for direction/adjudication.
- Members of the committee will solicit input from the campus community and maintain an open dialog with colleagues during all aspects of the college curriculum approval process.

**Recommendations go to:**

- Academic Senate
- College President
- Executive Vice President of Instruction

**How work is communicated:**

- Agendas, minutes and attachments are posted in Board Docs.
- Committee members will communicate with their respective constituent groups.
- Periodic progress reports will be given to the College President, Vice President of Academic and Student Services, and Academic Senate.

**Committee membership by position and term of service:**

Position	Term	Member
Faculty Co-Chair	Term ends 2023	Elena Flacks
Administrator Co-Chair	Ongoing by position	Carla Tweed
At-Large Faculty Curriculum Support Coordinator	Term ends 2023	Lore Dobusch
At-Large	Term ends 2024	James Gilbreath
At-Large	Term ends 2023	Jeff Stollberg
Part-time position	Term ends 2022	Claire Eberhardt
Part-time position	Term ends 2022	David Welton
Counseling Representative	Term ends 2024	Vacant
CTE Representative	Term ends 2022	Denice Burbach
Part-time or full-time CTE Representative	Term ends 2024	Sherry Spina
Fine Arts Representative	Term ends 2024	Aya Ueda
Health/PE Representative	Term ends 2024	Thea Post
Language Arts Representative	Term ends 2022	Zachary O'Neill
MESH Representative	Term ends 2022	Daniel Consoer
Social Science Representative	Term ends 2023	Rajan Gill
Academic Dean	Ongoing by position	Pete Villareal
Academic Dean	Ongoing by position	Michael Bagley
Educational Program Specialist	Ongoing by position	Lani Aguinaldo
Student Representative (non-voting and not counted for quorum)	2020-2021	Jasprit Kaur

**Quorum:**

In order to take official action at any called meeting, there must be a quorum. Quorum constitutes half the number of filled positions plus one. The majority of present members must be faculty. Proxy voting will not be allowed.

**Voting:**

Faculty Co-Chair, Administrator Co-Chair, and At-Large Faculty Curriculum Support Coordinator only vote if needed for quorum and to make or break a tie.

Items are passed by a majority vote unless a supermajority is explicitly required. Supermajority is required for waiving the two-meeting rule.

**Business:**

Two meetings are required for new courses or programs, change in units or ratio of inside to outside of class hours, online modality requests for labs, changes in programs, additions to GE areas, curriculum review, discipline changes to courses, or other non-standard requests at the discretion of the cochairs). Items are placed on the regular agenda for discussion and action at one meeting and placed on the consent agenda for action at the following meeting.

No item will move forward to the board without the appropriate documentation being completed regardless of voting outcomes.

The originator or designee must be present at the first meeting to address concerns or field questions from the committee. Please refer to the Curriculum Committee Tabling Policy for additional details.

**URGENT CIRCUMSTANCES:** With a supermajority vote, the committee, may bypass the two-meeting requirement.

One meeting (consent only) for minor changes (Examples include: wording changes, internal re-ordering of content, changes to books, online modality requests for lecture hours, etc.)

Items are included on a consent agenda for approval in one vote (may be removed from consent with request for more input).

Items will not be included on consent without appropriate documentation being completed.

The originator or designee may be present at the consent hearing but is not required to do so for minor changes.

**Meeting Schedule**

- First and third Fridays of the month from 1:00-3:00 (or 4:00) p.m.
- Special meetings as needed with member approval