

Curriculum Committee Charter

Purpose	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.
Functions	<p>Under the purview of the Academic Senate, recommends the future direction of the educational program and curricula offerings of the College.</p> <ul style="list-style-type: none"> • 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. • Examines topical instructional issues of major importance to the College. • Trains faculty in the use of eLumen.
Recommends To	<ul style="list-style-type: none"> -Academic Senate -College President -Executive Vice President of Instruction
Staff	<p>Faculty Co-Chair</p> <ul style="list-style-type: none"> • At-Large Faculty Curriculum Support Coordinator • Administrative Co-Chair • Recorder
Membership (Staggered 3-Year Terms)	
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.
Recommendations	<p>The Committee operates with the College Shared Decision-Making Model.</p> <ul style="list-style-type: none"> • Committee Co-Chairs and members will carry out responsibilities assigned to this Committee and function under the Team Roles as defined in the College Council Handbook. • Issues outside the Committee will be referred to the Academic Senate for direction/adjudication.

	<ul style="list-style-type: none"> • 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. <p>Business:</p> <p>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).</p> <p>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.</p> <p>URGENT CIRCUMSTANCES:</p> <p>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.</p>
Standing Workgroups	
Brown Act	<p>Yes</p> <p>Attendance Policy:</p> <p>Assembly Bill 2449 (AB 2449) also allows individual members to participate in meetings remotely during "emergency circumstances," or for "just cause". All of the following requirements apply when a member is using the new AB 2449 rules:</p> <ul style="list-style-type: none"> • At least a quorum of the board must participate in the meeting from a single physical location that is identified on the notice and agenda, is open to the public, and is located within the jurisdiction. • The agenda must provide an option for members of the public to participate in the meeting remotely by phone and internet, in addition to public participation at the physical location. • The member using AB 2449 must notify the agency at the earliest opportunity possible, even at the start of the meeting. A separate request and disclosure is required for each meeting. The disclosure must include a general description of the need to participate remotely. • At the meeting before any action is taken, the board member must publicly disclose whether any adults are present in the room with the board member, and the general nature of the person's relationship. • The member must participate remotely by audio AND video. <p>A member may only participate remotely based on "just cause" for two meetings per calendar year.</p> <p>A member may not participate remotely under AB 2449 for more than three</p>

	consecutive months, or for 20 percent of the regular meetings within a calendar year.
ACCJC Standard	4.1-4.3
Meetings	Meeting Schedule <ul style="list-style-type: none"> • First and third Fridays of the month from 1:00-3:00 (or 4:00) p.m. • Special meetings as needed with member approval
Meeting Agendas and Minutes	Housed in Board Docs: Active Meetings - 3301 E. Onstott Road Yuba City, CA 95991 Ph: (530) 741-6972 BoardDocs@ Plus Agenda to be distributed 72 hours in advance

Curriculum Committee Membership 2025-2026	
Tri-Chairs	Faculty Co-Chair: Elena Flacks (term end 2026) Administrator Co-Chair: Samantha Dana (ongoing by position)
Recorder	Gabriela Ibarra
Administrators	Alan Dixon (2025-2026) Kristina Vannucci (2025-2026)
Faculty	At-Large Faculty Curriculum Support Coordinator: Lore Dobusch (2024-2027) At-Large: Meridith Selden (2025-2028) Part-time: Claire Eberhardt (2024-2027) CTE: Denice Burbach (2023- 2026) Part-time or full-time CTE: Christopher Myers (2024-2027) Part-Time: Judith Kreft (2025-2028) Language Arts: Shawn Frederking (2025-2028) MESH: Karsten Stemmann (2023-2026) Social Science: Omar Sanchez (2023-2026) At-Large: Vacant Counseling: Vacant Fine Arts: Vacant Health/Kinesiology: Vacant
Classified Professional	Lani Aguinaldo (ongoing by position)
Student	
Resource	Director of Financial Aid: Martin Gutierrez (ongoing by position) Registrar: Jennifer Maller (ongoing by position)