CURRICULUM COMMITTEE FUNCTIONS:

The functions of the Curriculum Committee are as follows:

1. Review and recommend action on existing curricula
2. Review and recommend action on proposed curricula
3. Encourage and foster the development of new curricula
4. Request, consider, and respond to reports from various college groups whose work bears directly on the curriculum
5. Disseminate curricular information and curricular recommendations to the faculty, Academic Senate, administration, and to the Board of Trustees
6. Implement state-mandated regulations or policies that affect curriculum
7. Recommend associate degree requirements to the Academic Senate, administration, and Board of Trustees
8. Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC)
9. Review all curriculum proposals to ensure congruence with the college’s mission, need, quality, feasibility, and compliance with Title 5.

ORGANIZATION:

As an academic and professional matter, the Senate and the District mutually agree upon the composition of the Curriculum Committee. Members may be voting or non-voting. Voting faculty members are confirmed by the Academic Senate on even years and serve for two years.

Voting members:
- Faculty Co-Chair
- Administration Co-Chair (Chief Instruction Officer or designee)
- One representative from each academic division
- Three “at large” representatives from the full time faculty
- One adjunct faculty representative

Non-voting members:
- Curriculum Coordinator
- Representative from the Associated Student Government
- Representative of the Counselors (if no elected member is a Counselor)
- Matriculation Officer
- Director of Admissions and Records
- Articulation Officer
The following committees will provide a representative to serve as a resource to the Curriculum Committee. They are considered non-voting resource members, and are not expected to attend meetings unless they are requested:

- Disciplines Committee
- Student Learning Outcomes Coordinator(s)
- Ed-Tech Committee

RESONSIBILITIES

FACULTY CO-CHAIR:

- Serves as a resource person to assist faculty in the development of curriculum proposals.
- Develops a recommended curriculum committee schedule each year.
- Reviews all courses and programs prior to establishing agendas
- Establishes the agenda for Curriculum Committee meetings.
- Schedules and conducts the technical review meetings
- Conducts the Curriculum Committee meetings
- Provides advice and guidance on curriculum issues, such as: Education Code regulations, Title V compliance, course numbering sequence, and prerequisite regulations
- Updates the Academic Senate regularly regarding committee activities.
- Reviews minutes of meetings prior to submitting to the Academic Senate.

ADMINISTRATIVE CO-CHAIR RESPONSIBILITIES:

- Works with faculty co-chair to fulfill college Curriculum Committee responsibilities
- Manages course and program review workflow.
- Interfaces with the Curriculum and Articulation Coordinator to:
  - Maintain all curriculum files
  - Submit curriculum materials for state and local approval
  - Maintain the curriculum database and forms in WebCMS
  - Prepare and submit curriculum materials for review and approval by the Academic Senate.
- Facilitates technology training for all committee members and faculty authors.
- Supervises/assists Academic Deans in fulfilling their curriculum responsibilities.

MEMBER RESPONSIBILITIES: