Curriculum Advisory Committee Bylaws

The Curriculum Advisory Committee evaluates and makes recommendations on matters related to the credit and noncredit curriculum to the College Board of Trustees. Course and program additions, deletions, or changes in program requirements or in course outlines must be acted upon by this committee.

Functions

- Develop written procedures for new course and program submission and approval.
- Review and make recommendations on proposed new courses and new programs and on course and program revisions. Recommend additions, deletions, and/or changes in course outlines for new and established courses. This includes ensuring appropriate course numbering, format, units, catalog and schedule description, assignments, course content and course objectives.
- Determine if a course is transferable or if a course is to be classified as General Education and into which category it should be placed.
- Review course proposals for alignment with articulation requirements
- Review and approve all stand alone credit courses
- Recommend procedures and policies affecting curriculum
- Make recommendations concerning new courses and programs directly to the Board of Trustees

Membership

The membership of the committee shall be made up of:

- A faculty member representing each division of the college and the school of nursing
- A representative from the library
- A representative from the Student Services Faculty
- A representative of the Academic Senate
- A representative of Basic Skills Faculty
- A representative of English as a Second Language Faculty
- A student representative
- The college articulation officer
- The Curriculum/Scheduling/Catalog Technician is a non-voting member
- The CurricUNET specialist is a non-voting member
- The Dean of Instructional Planning is a non-voting member

Faculty members will be nominated by their respective department or division and serve for a term of three years. There is no limit to the number of terms served.

The chairperson shall be elected from the committee membership each May for the following year. There is no limit to the number of times a person may serve as chairperson.

All members of the committee shall be voting members except for the Curriculum/Scheduling/Catalog Technician, the CurricUNET specialist, and the Dean.

All members will receive orientation and training as required by state regulation.

Members who miss three consecutive meetings without notifying the chairperson will be considered inactive. The division or department will be asked to submit a new nominee to replace any inactive members.

Member Roles and Responsibilities

Faculty committee members serve as a formal liaison between the Curriculum Committee and the Divisions he/she represent. A member's responsibilities include:

- Attend and fully participate in committee meetings
- Be knowledgeable on current curriculum policies, procedures, writing standards, resources, forms and deadline dates
- Provide information and assistance for the Division he/she represents
- Serve on subcommittees as needed
- Assist the Division Chair in reviewing curriculum revisions, additions and deletions for the college catalog
- Review and critique curriculum proposals according to the standards established by the Curriculum Advisory Committee and those required by the Education Code and Title 5.
- Serve as a consultant to members of his/her division during curriculum development. When needed, committee members may answer questions, provide information on curriculum policies and procedures, and help prepare faculty for visits to the Curriculum Advisory Committee.
- Inform and update the division members about curriculum issues such as (but not limited to):
  - Proper preparation of course outlines
  - Prerequisites and advisories
  - Condition on enrollment requirements
  - Curriculum deadlines
  - Changes in Title 5 and other regulations

Quorum

A quorum shall consist of fifty percent plus one of the active voting membership of the committee.

Procedures

- Regular meetings of the committee will be held once a week during the fall and spring terms. Additional meetings of the committee may be called by the chairperson as necessary

- Agendas will be established by the chair in consultation with the Dean of Instructional Planning. The agendas will be distributed to the membership prior to each meeting.

- Each agenda will consist of approval of minutes from previous meetings, consent items, discussion items and action items.

- The chairperson will see that minutes are kept of all meetings. The minutes will include all actions taken and make note of all significant discussions. Minutes will be distributed to all members of the committee, to the Academic Senate President, the Vice President of Academic Affairs and be posted on the Curriculum Advisory Committee Web Site once approved.

- Consent agenda items will be voted on as a group with no discussion. Consent items can be moved to the action agenda at the request of any member.

- No action will be taken on any discussion item. If there is a need for action on a discussion item, it will need to be agendized for a subsequent meeting as an action item.

- Action items may be approved, denied or tabled for future consideration on a majority vote of the voting members present at a meeting of the committee where at least the minimum quorum of members is in attendance. For tabled items, the chairperson or designee will contact the faculty originator for more information. Faculty originators may be requested to appear before the committee to address questions or concerns about their proposals. The chairperson or designee will make the necessary arrangements for this to occur at a subsequent meeting.

- Proxy voting is allowed with prior notification to the chair.

- All new courses and programs recommended by the committee will be sent to the Board of Trustees for approval. New non-credit courses and all new programs will be submitted to the Chancellor's Office for approval. All other course revisions and program changes will be forwarded to the Curriculum/Scheduling/Catalog Technician to enter into the college's Santa Rosa system.