

Curriculum Committee Bylaws

1. Official name: Curriculum Committee

2. Mission and Purpose

Curriculum Committee, a standing committee of the Instructional Council, is responsible for overseeing course and program curricula of the College, to promote curricular quality and integrity, in alignment with the mission of the College. Responsibilities include reviewing and approving or disapproving all course additions, deletions or modifications affecting the official course plans; reviewing and approving or disapproving all degree and program changes, additions, and deletions; and approving or disapproving courses on distribution lists for degree and certificate programs.

3. Governance

Curriculum Committee is a standing committee of the Instructional Council. Instructional Council is responsible for approving the committee's bylaws and reviewing the work of the committee. The Vice President of Instruction will appoint a Dean of Instruction as the Committee Chairperson. The chairperson is responsible for overseeing the operation of the committee. The Vice President of Instruction reviews all substantive curriculum and program proposals approved by the committee and gives final approval.

4. Authority

Curriculum Committee is a standing committee under Instruction, per Administrative Policy 100, Section 100.8; Procedure No. 100.1A.

5. Sub-committees

The Curriculum Committee has no standing sub-committees. It may establish ad hoc subcommittees from its membership in order to facilitate curricular review or special projects as needed and make recommendations for committee consideration

6. Membership and Leadership

A. Voting Members

1. One department member is elected from each of the Instructional departments for a three-year term. Members are eligible for re-election. Membership terms will be staggered.
2. One student representative, appointed by the ASLCC Executive Council
3. All Deans of Instruction

B. Resource (Non-Voting) Members

4. One member from each area:
 - a. Advising/Testing
 - b. eLearning
 - c. Library
 - d. Office of Instruction

- e. Registrar
- C. The Vice President of Instruction shall designate one of the deans as chair of this committee.
- D. The Assigned Chair shall:
 - a. Schedule and conduct meetings.
 - b. Ensure committee procedures are followed.
- E. The assigned Administrative Assistant shall:
 - a. Collect and process curricular requests for committee review.
 - b. Prepare and distribute meeting agendas.
 - c. Maintain a record of meeting minutes.
 - d. Carry out the relevant processes related to committee.

7. Meetings

Meetings are generally held the second Wednesday of the month during the academic year, October through June. To conduct committee business, a quorum must be present at the meeting. A quorum is defined as a simple majority of voting members.

8. Operating Procedures

- A. Review and approve or disapprove all additions, deletions, or modifications that affect the official Course Plan.
 - 1. Proposals for course revisions and new courses shall be submitted on a Curriculum Proposal, shall include a revised Course Plan in the approved format, shall include any appropriate attachments (e.g. Diversity Proposal), shall have first been reviewed by the appropriate department and the supervising instructional administrator, and shall be presented to the Curriculum Committee by the individual initiating the change or a designated representative of that individual.
 - 2. Upon approval by the Curriculum Committee, the proposal packet will be forwarded to the Vice President of Instruction for final approval or disapproval. Once approved the electronic Course Plan will be updated by the Office of Instruction.
 - 3. Recommendations for course title modification, minor rewording of course descriptions, and/or rewording of outcomes shall be submitted to the appropriate department for review and then forwarded to the curriculum administrator. These items will be placed on the agenda as "informational" and, if warranted, moved to discussion.
 - 4. A course may be taught on a one-time basis, using the course number intended, and with approval from the appropriate instructional administrator and the Vice President of Instruction before being submitted to the Curriculum Committee for review.
- B. Review and approve or disapprove all degree and program changes, additions, and deletions.
 - 1. Proposals for changes to programs shall be submitted on a Curriculum Proposal and include documentation to illustrate and support the proposed revision, with accompanying rationale.
- C. Once approved by the Curriculum Committee and the Vice President of Instruction it is the area dean's responsibility to obtain state approval

before the program can be in effect. Additional College accreditation needs must be satisfied as well. Approve or disapprove proposals to include courses on distribution lists for any of the College's degree or certificate programs.

- D. Decisions of the Curriculum Committee may be appealed to the Instructional Council through their established appeals process.

9. Relevant Accreditation Standards, Policies, and/or Publications

NWCCU Accreditation standards 2.C.1; 2.C.2; 2.C.4; 2.C.5; 2.C.9; 2.C.10; 2.C.11
ICRC (Intercollege Relations Commission) Handbook
SBCTC Policy Manual, Chapter 4

10. Minutes

The administrative assistant assigned to Curriculum Committee will record, distribute for approval, and post minutes. Minutes are archived in the Office of Instruction and will be made available on the Curriculum Committee webpage.

11. Change of Bylaws

These bylaws may be amended at any time by a majority vote of the membership and are subject to approval by Instructional Council.

12. Effective Dates and Change Record

Approved on 4/11/2018 by Curriculum Committee.

Approved on 4/10/2018 by Instructional Council.

Approved on 4/19/2018 by Executive Leadership Team.