



Curriculum Committee

Definition

The Curriculum Committee is the participatory governance committee responsible for the review and local approval of all Curriculum proposals (both courses and programs), including approval of Advisories and Requisites, local General Education (including Ethnic/Multicultural Studies), and Distance Education.

For the purpose of this document, a program is defined as a certificate or degree.

Purpose

The Curriculum Committee reviews all Curriculum proposals (both courses and programs). The committee also determines local General Education (including Ethnic/Multicultural Studies) requirements and provides approval for courses to be offered via Distance Education modalities. Broadly, the Curriculum Committee facilitates all levels of curriculum planning, development, and review in order to ensure compliance and support student success.

Areas of Responsibility

The committee shall:

1. Ensure Curriculum is approved in compliance with California Education Code, California Code of Regulations, Title 5, the current CCCCO Program and Course Approval Handbook (PCAH), as well as any other legal or regulatory requirements.
2. Perform a technical review, as appropriate, of all curriculum proposals prior to formal review by the full body.
3. Review and locally approve, as appropriate, all curriculum proposals for new courses, course deletions, and revisions to existing courses.
4. Review and locally approve, as appropriate, all curriculum proposals for new programs, program deletions, and revisions to existing programs.

5. Review and locally approve, as appropriate, all advisories and requisites.
6. Review and locally approve, as appropriate, all General Education (including Ethnic/Multicultural Studies) requirements for local Associate Degrees.
7. Review and locally approve, as appropriate, all Distance Education modality requests.
8. Apply an equity minded lens, promoting race consciousness and culturally responsive approaches, when reviewing and approving curriculum.

Membership

Faculty Chair:

The faculty chairperson shall:

- Initiate formal review of all curriculum proposals in coordination with the curriculum committee technical review subcommittee
- Coordinate documents in the current catalog management software for review with appropriate division deans and faculty
- Forward proposals to the curriculum committee which reflect the technical changes suggested in the technical review process
- Coordinate curriculum meetings (e.g. agenda preparation, proofreading of minutes, and meeting facilitation)
- Serve as a fully participating senator of the Cosumnes River College Academic Senate and liaison between the Curriculum Committee and local Academic Senate
- Serve as representative to the District Curriculum Coordinating Committee (DCCC) and as liaison to other campus curriculum chairs or committees
- Serve as, or appoint, a representative to the SOCRATES Advisory Group (SAG) and liaison between the Curriculum Committee and SAG
- Coordinate relevant issues with the chairs of other Cosumnes River College Academic Senate Subcommittees and Participatory Governance committees
- Recommend appropriate faculty and dean contacts for curriculum development proposals
- Prepare memos or policy statements, as appropriate, on any curriculum issues
- Establish appropriate subcommittees to review proposals and make recommendations to the full committee for Distance Education requests, General Education and Ethnic/Multicultural Studies requests, and Requisites.
 - Subcommittee work may include research, clarification, and focus of these issues and recommendations to be forwarded to the curriculum committee

- Establish ad hoc committees as necessary to facilitate committee projects and initiatives.
 - Subcommittee work may include research, clarification, and focus of these issues and recommendations to be forwarded to the curriculum committee;
- Facilitate committee participation, as appropriate, in obligations related to relevant college goals and objectives.
- Facilitate committee participation, as appropriate, in relevant college accreditation obligations.

Members:

Faculty:

Voting Members:

- Faculty Chair (votes only in the case of a tie)
- Articulation Officer
- SLO Coordinator
- One Librarian (at minimum)
- One English Faculty (at minimum)
- One Mathematics Faculty (at minimum)
- Up to four members from each Career and Academic Community (CAC)
 - Includes members previously indicated (e.g. if the English and Language Studies CAC houses the SLO Coordinator and the English Faculty member, that CAC may have up to two additional voting members)
 - The committee shall be faculty weighted and should reflect an equitable representation of CAC faculty
 - All CACs shall be represented to the extent possible with the understanding that feasibly some small CACs may only have a single member, or may have to forgo representation or rely on a liaison, and some larger CACs may have the full representation of four faculty

Non-Voting Members:

- Any additional members beyond those listed above would be non-voting

Administration:

Voting Members:

- Associate Vice President of Instruction and Student Learning
- Up to two additional Administrators including Vice President of Instruction, Associate Vice President of Economic & Workforce Development, and/or Instructional Deans

Non-Voting Members:

- Any additional members beyond those listed above would be non-voting

Classified Professionals:

Voting Members:

- An Office of Instruction Administrative Assistant will act as the official notetaker (Non-Voting Member)
- Up to two additional Classified Professionals

Non-Voting Members:

- Any additional members beyond those listed above would be non-voting

Students:

Voting Members:

- Up to four students

Non-Voting Members:

- Any additional members beyond those listed above would be non-voting

Meetings

The committee typically meets twice per month during the regular Spring and Fall semesters (currently in the afternoon on the first and third Wednesday of each month). Meetings may be convened electronically if desired, and special meetings may be called if necessary. A faculty majority of voting members with at least one voting administrator present shall constitute a quorum.

Rules/Operating Procedures

1. Refer to Participatory Governance Handbook for General Rules/Procedures.