

## **Curriculum Committee Operating Agreement**

### **Purpose:**

Reviews, assesses and recommends all proposed additions, revisions and deletions to the curriculum to ECPC and the board of trustees.

### **Jurisdiction:**

The Curriculum Committee is a college committee under the jurisdiction of the Academic Senate that coordinates, oversees, and reports on functions and programs common to all Reedley College locations.

### **Product:**

Curriculum

### **Composition:**

- Academic Senate Vice President for Curriculum (standing chair)
- Vice President of Instruction (non-voting) appointed by College President
- Dean of Instruction (non-voting) appointed by College President
- Dean of Instruction (Madera/Oakhurst) (non-voting) appointed by the College President
- Academic Senate Representatives (3 - two for RC, one designated for Madera/Oakhurst) as appointed by the Academic Senate President
- Madera/Oakhurst Representative appointed by the Madera/Oakhurst Faculty President
- Willow International Community College Center Curriculum Chair (standing chair)
- Willow International Community College Center Academic Senate Representative
- Willow International Community College Center VP Instruction/Student Services (non-voting)
- Articulation Officer
- Fine Arts and Social Sciences Department Representative
- Agriculture & Technology Department Representative
- Developmental Services Representative
- Industrial Technology Department Representative
- Mathematics Department Representative
- Physical Education and Health Department Representative
- Reading and Languages Department Representative
- Composition, Literature, and Communication Department Representative
- Science Department Representative
- Business Department Representative
- Counseling Department Representative
- Auxiliary Representative
- Student Representative (2) as appointed by the ASG President

\*\* Note Articulation Officer must be on the committee and can represent their respective department.

**Meetings Schedule:**

Weekly during the academic year, Thursdays from 3:00 to 5:00 p.m.

**Quorum:**

Majority of members (non-voting members, and students do not affect quorum)

**Operating Procedures**

*Senate Responsibility for Curriculum*

The governing board of each community college district shall:

"Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibilities in the areas of curriculum and academic standards [California Education Code, § 70902 (b) (7)]."

Title 5 of the California Code of Regulations [§ 55002 (a) (1)] includes the following provisions regarding Curriculum Committees:

1. Every college or district must have one.
2. The committee must be either a committee of the Senate or a Committee, including faculty, mutually agreeable to College and Senate.
3. The committee makes recommendations on curriculum (including compliance of courses with state standards) directly to the local governing board through the district Educational Coordinating and Planning Committee (ECPC).
4. The committee must comply with shared governance requirements. This means, on curriculum issues, that the college must consult collegially in accordance with the Shared Governance Policy of the Board of Trustees.

*Curriculum Committee Duties*

Mandated Duties:

Curriculum committees must review new and existing courses to determine that they:

1. Meet standards for quality and for establishing prerequisites as defined in Title 5, Division 6, Chapter 6 of the California Code of Regulations,
2. Meet intersegmental expectations for submission to IGETC, CSU-GE, or UC,
3. Qualify as a CSU Elective,

4. Include documentation of prerequisites, corequisites, and advisories according to current Title 5 language, to be voted on separately from course outlines.
5. Make recommendations regarding programs and program changes

Locally defined duties of the Curriculum Committee:

1. Define local standards,
2. Determine GE status of courses,
3. Determine AA/AS degree requirements,
4. Recommend to the SCCC Board of Trustees approval of new courses and programs,
5. Scrutinize and approve prerequisites, corequisites, and advisories and their documentation,
6. Recommend to receiving institutions courses and programs for transfer/articulation,
7. Review existing curriculum,
8. With administration and senate, maintain conditions of delegation,
9. Carry out other locally defined duties as articulated in SCCC Board Policy, Administrative Regulations, and Reedley College Academic Senate resolutions.

**Reedley College Strategic Directions:**

1.2 Offer instructional programs that provide basic skills, transfer preparation, and career technical education.

2.1 Evaluate course offerings to ensure sequencing that will allow students to finish a program in a reasonable amount of time.

2.3 Provide broad-based instructional support services relevant to the diverse needs of the students.

3.1 Align curriculum to increase certificates and degree completion.

3.2 Improve courses and programs through the analysis of multiple measures for basic skills courses, transfer level courses, career technical education and distance education.

5.1 Establish systems and procedures that increase collaboration between Reedley, Madera and Oakhurst that work towards the integration of policies, uniformed procedures and processes.

6.2 Promote communication and collaboration about college programs, services and activities between Reedley, Madera, and Oakhurst.

**Subcommittees:**

The Curriculum Committee has a webpage with links located on the main Reedley College webpage. Course outlines, forms, meeting agendas, and minutes can be found on the webpage that is maintained by the Curriculum Assistant.