

Ad Hoc Curriculum Committee Project to the Willow International Community College Center Academic Senate

Mission:

- To fulfill the requirements of the WASC accrediting committee (October 2011 visit) to house a curriculum committee at the Willow site.
- To change curricula to meet the recommendations of Program Review, legislative action (SB 1440), vocational certification or subject area advances.
- To serve students well in terms of defining units for transfer or certificates in the most effective, up-to-date, and collegial manner.

Jurisdiction:

Willow International Community College Center faculty and administration as an ad hoc to the Willow International Community College Center and on a consent agenda to Reedley College Curriculum Committee.

Purpose:

The purpose of the ad hoc committee is threefold. 1. To gather faculty of the Willow International Community College Center to brainstorm a new COR form and processes, and to gather concerns for the purpose of designing a new curriculum committee. 2. To work with faculty and administration to determine which courses should be added to the Clovis Community College catalogue to serve the purposes of our students both academically, vocationally, and for transfer in alignment with legislated transfer degrees and changes in vocational certificates or advances in subject matter. 3. To discuss and approve non-substantial changes to curriculum as prompted by program review or faculty suggestion as relevant, for approval by the Reedley College Curriculum Committee on a consent agenda. Non-substantive changes include adding to or editing course descriptions, textbook titles or dates, and content explanations. *New courses can be introduced to our committee, but must ultimately go through the RC Curriculum Committee. The ad hoc committee, as a subset of Reedley College's curriculum committee, cannot approve new curricula, add or subtract SLOs or reconfigure grading, units, and pre-requisites.*

Composition: (7)

1. Academic Chair
2. Vice President of Instruction, ex officio or designee
3. Representatives are faculty (from diverse areas at first) and administrators of Willow.
4. Members shall be numerous at first and represent all aspects of the college. After initial brainstorming sessions, members will be reduced to one faculty representative per department (4), the academic dean, and the articulation officer liaison.

Meeting Schedule:

Monday at 2:00 pm. Bi-monthly for one hour.

Operating Procedure:

The committee shall have one chair elected by the faculty at large in an election administered by the Willow International Community College Center Academic Senate. The committee chair serves for two academic years and receives 4 LHEs release time per semester. The committee chair will be responsible for keeping agendas and notes, reporting to the academic senates of Willow International Community College Center and to the Reedley College Curriculum Committee, working with departments, the state academic representative to the Academic Senate of California Community Colleges, the articulation liaison officer, the vice president of instruction or academic dean, the SCCC district's ECPC committee, and for maintaining an active Bb site. The chair will be responsible for periodic assessments of the curriculum process, for editing the handbook, and for choosing and maintaining relevant software for curriculum changes. Also, the chair will provide a yearly census of the committee's activities for the committee and the public.

Members of the committee will attend meetings, correct and advise in the editing of curriculum, assist with transfer requirements and keep apprised of changes in their fields that affect curriculum. Some may attend curriculum workshops in place of or with the chair. Terms are two years to start, staggered so that the first representative will serve for two years, his or her replacement for one. Members can run for successive terms. A coin toss will determine who goes "off" after the first year.

Operating Agreements are updated annually and records are kept with the secretary/archivist of the Willow International Community College Center Academic Senate. Upon certification of Clovis Community College this committee dissolves and serves as the proto-type of the Clovis Community College Curriculum Committee.

Products:

Course Outline of Record Form

Curriculum Committee procedurals

Curriculum Committee handbook

Reports to Academic Senate of Reedley College

Reports to Willow International Community College Center Academic Senate

Yearly Census of activities