

Columbia College
Curriculum Committee
BYLAWS

TABLE OF CONTENTS

- ARTICLE I. FUNCTION OF THE COMMITTEE
- ARTICLE II. COMMITTEE SELECTION
- ARTICLE III. COMMITTEE COMPOSITION
- ARTICLE IV. EXECUTIVE COMMITTEE
- ARTICLE V. COMMITTEE TERMS
- ARTICLE VI. RESPONSIBILITIES
- ARTICLE VII. SUB-COMMITTEES
- ARTICLE VIII. POLICIES AND PROCEDURES
- ARTICLE IX. AMENDING THE BYLAWS

ARTICLE I. FUNCTION OF THE COMMITTEE

The Curriculum Committee initiates action and provides formal means to arrive at decisions on curriculum, related instructional matters, and academic policy. The Committee is responsible for overseeing review and approval of curriculum.

ARTICLE II. COMMITTEE SELECTION

Faculty representatives to the Curriculum Committee shall be appointed by the Academic Senate President as outlined in the Academic Senate Bylaws.

- a) Under normal circumstances, all faculty representatives on the committee will be full-time faculty. However, if a vacancy cannot be filled with a full-time faculty member, the Senate President may, with the concurrence of the Senate Executive, appoint an active part-time faculty member to a one (1) year temporary term.
- b) “Active part-time faculty” is defined as an individual who is assigned to Columbia College in a part-time certificated position in either the current semester or the immediately preceding semester.
- c) The part-time faculty member must be notified that there is currently no mechanism for compensation for their participation.

ARTICLE III. COMMITTEE COMPOSITION

A. MEMBERS

1. VOTING MEMBERS

The committee shall be composed of seven (7) voting members. Voting members shall include six (6) full-time faculty representing the following areas and the Articulation Officer:

○ Arts, Sciences, and Human Performance	1 Faculty Member
○ Career Technical Education	1 Faculty Member
○ Student Services	1 Faculty Member
○ Faculty at Large	1 Faculty Member
○ Distance Education (DE) Coordinator	
○ Outcomes and Evaluation Coordinator	
○ Articulation Officer (AO)	

2. NON-VOTING MEMBERS

- Curriculum Committee Chair (votes in Executive Committee meetings and only in case of a tie in full Committee meetings)
- Faculty Intern

B. RESOURCE/LIAISON

- Representative from Student Senate (enrolled in a minimum of 12 units per semester)
- Vice President of Instruction
- Vice President of Student Services
- Dean of Career Technical Education
- Dean of Arts, Sciences, and Human Performance
- Dean of Student Services
- Director of Student Financial Services (or designee)
- Academic Senate President (or designee)
- Curriculum Analyst
- Discipline Faculty

C. CHAIR

The Committee shall be chaired by the Curriculum Committee Chair. In the absence of Curriculum Committee Chair, the designee of the Chair shall serve as the temporary chair.

D. CURRICULUM CHAIR DESIGNEE

The Curriculum Chair Designee is appointed by the Chair at the first meeting of the Academic year. The Curriculum Chair will appoint their representative from one of the curriculum members that is also voting faculty.

E. STAFF

Support services from the Office of the Vice President of Instruction will be provided to the Curriculum Committee.

ARTICLE IV. EXECUTIVE COMMITTEE

A. MEMBERS

- Curriculum Committee Chair (voting)
- Articulation Officer (voting)
- Curriculum Chair Designee* (voting)
- Vice President of Instruction (non-voting, resource)
- Vice President of Student Services (non-voting, resource)
- Dean of Student Services (non-voting, resource)
- Dean of Career and Technical Education (non-voting, resource)
- Dean of Arts and Sciences (non-voting, resource)

*In the Chair's absence, the Chair Designee will assume the Chair's duties

B. DUTIES

Streamline and facilitate the process of curriculum development and maintenance. More specifically, the Executive Committee shall:

- Interpret committee policies and procedures when appropriate.
- Act on behalf of the full Committee under the emergency powers authority, or other specific authority granted by the full Committee (for example, 200 courses).
- Verify follow-up actions directed by the committee.
- Advise the Curriculum Committee Chair concerning curriculum proposals, prior to the presentation of the proposal to the full committee.
- Recommend policies and procedures to the entire committee.
- Serve as a brainstorming group to find solutions to curriculum issues.

ARTICLE V. COMMITTEE TERMS

A. VOTING FACULTY MEMBERS

Shall serve three-year terms on a staggered basis.

B. CURRICULUM CHAIR

Shall serve a two-year term.

C. FACULTY INTERN

Shall serve a one-year term.

D. DISTANCE EDUCATION COORDINATOR

Shall serve an indefinite term.

E. OUTCOMES AND EVALUATION COORDINATOR

Shall serve an indefinite term.

F. ARTICULATION OFFICER

Shall serve an indefinite term.

G. UNFULFILLED TERMS

1. If a Curriculum Committee member is unable to complete their full term, another full-time faculty member will be appointed by the Academic Senate President for the remaining time left and will not start a new three-year term. If a full-time faculty member cannot be found, the provisions of Article 2 above will apply. A faculty member wishing to drop from the Curriculum Committee before the end of their term must

submit in writing a letter of intention to the Curriculum Chair. The Curriculum Chair must then present the letter to the Senate Executive for approval before the position is considered vacant.

2. If the Curriculum Chair is unable to complete their full term, an election will be called by the Academic Senate President, and the guidelines for eligibility for the Curriculum Chair position will be followed.

ARTICLE VI. RESPONSIBILITIES

A. VOTING MEMBERS

1. RESPONSIBILITIES OF THE CHAIR

- Votes in Executive Committee meetings or only in case of a tie in Curriculum Committee meetings.
- Proposes an annual calendar and schedule of Committee meetings to the Executive Board.
- Solicits agenda items and sets agendas.
- Attends meetings of the Curriculum Committee and its sub-committees or arranges for an alternate when necessary.
- Attends Academic Senate meetings and provides reports to the Senate.
- Facilitates Committee deliberations.
- Streamlines and facilitates the process of curriculum development and maintenance.
- Forwards Committee recommendations to the Academic Senate President.
- Ensures training of those individuals new to the Curriculum Committee, including the use of the curriculum management system and approval processes.
- Signs annual California Community College Chancellor's Office (CCCO) Curriculum Approval Certification Form each fall.

2. RESPONSIBILITIES OF OTHER COMMITTEE MEMBERS

- Votes on action items.
- Prepares for meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
- Recommends agenda items in a timely fashion.
- Attends meetings of the Curriculum Committee, Curriculum Executive Board (if on the executive committee) and its sub-committees or arrange for an alternate when necessary.
- Participates in Committee deliberations in a manner that represents the best interests of both the constituent group and the College as a whole.
- Provides feedback to constituent groups in a timely manner.
- Actively participates in the curriculum management system approval process.
- Attends Curriculum Committee trainings and learns curriculum processes.
- Reviews all proposals in curriculum management system.

3. RESPONSIBILITIES OF DISTANCE EDUCATION COORDINATOR

- Votes on action items.
- Attends meetings of the Curriculum Committee, Curriculum Executive Board (if on the executive committee) and its sub-committees or arrange for an alternate when necessary.
- Prepares for curriculum meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
- Participates in committee deliberations in a manner that represents the best interests of both the constituent groups and the College as a whole.
- Attends Curriculum Committee trainings and learns curriculum processes.
- Provides feedback to constituent groups (DE Committee/Academic Senate) in a timely manner.
- Reviews all new and/or modified Distance Education Addendums.
- Works with faculty to fine-tune Distance Education Addendums.
- Brings updates for the Distance Education Addendum as needed based on Title 5 or Chancellor's Office guidelines.

4. RESPONSIBILITIES OF OUTCOMES AND EVALUATIONS COORDINATOR

- Votes on action items.
- Attends full Curriculum Committee meetings.
- Participates in committee deliberations in a manner that represents the best interests of both the constituent groups and the College as a whole.
- Prepares for curriculum meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
- Reviews all new and/or modified course and award SLOs including mapping during the curriculum review process.
- Works with faculty to fine-tune course and/or award SLOs.
- Ensures that new and modified SLOs are entered into the curriculum management system after local approval.
- Attends Curriculum Committee trainings and learns curriculum processes.

5. RESPONSIBILITIES OF THE ARTICULATION OFFICER

- Votes on action items.
- Prepares for meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
- Recommends agenda items as appropriate.
- Attends meetings of the Curriculum Committee and Curriculum Executive Board.
- Participates in Committee deliberations in a manner that represents the best interests of the College as a whole.
- Actively participates in the curriculum management system approval process.
- Attends Curriculum Committee trainings and learns curriculum processes.
- Assures the accuracy of course information in the campus catalog.

- Submits Curricular Changes each year to CIAC listserv for review and use by AOs statewide.
- Updates ASSIST each Spring with new, revised and discontinued course information and ensures accuracy of all information displayed on ASSIST.
- Submits new or substantially modified course outlines to UCOP for TCA review/approval each June.
- Submits new or substantially modified course outlines each December for Cal-GETC and US History, Constitution and American Ideals review/approval.
- Submits new and substantially modified course outlines to UC or CSU AOs to request review for course-to-course articulation.
- Submits new and substantially modified course outlines to C-ID for review/approval.
- Assists in development/review/approval process of new or substantially modified Associate Degrees for Transfer.
- Serves as a liaison to outside agencies and colleges and reports back as needed.

B. NON-VOTING MEMBERS

1. RESPONSIBILITIES AND ROLE OF THE FACULTY INTERN

- Non-voting member
- This position is an opportunity for newer faculty members to learn more about the curriculum process by:
 - Attends full Curriculum Committee meetings.
 - Participates in committee deliberations in a manner that represents the best interests of both the constituent group and the College as a whole.
 - Recommends agenda items.
 - Prepares for curriculum meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
 - Attends Curriculum Committee trainings and learns curriculum processes.

C. RESOURCE/LIAISON

1. RESPONSIBILITIES OF RESOURCE/LIAISON

- Prepares for meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
- Recommends agenda items in a timely fashion.
- Attends meetings of the Curriculum Committee or Curriculum Executive Board as appropriate.
- Participates in Committee deliberations in a manner that represents the best interests of the College as a whole.
- Serves in an advisory capacity and as a resource/liaison.

2. RESPONSIBILITIES OF THE CURRICULUM ANALYST

- Non-voting resource/liaison.
- Actively participates in the curriculum approval process.

- Attends and prepares for curriculum meetings by reviewing agendas and backup material in advance and consulting with others as appropriate.
- Attends Curriculum Committee trainings and related events.
- Works with the Vice President of Instruction, Executive Secretary of Instruction, and the Curriculum Chair on curriculum projects and issues as needed.
- Works with the Chair on:
 - Assisting faculty and staff with curriculum questions.
 - Streamlining and facilitating the process of curriculum development and maintenance.
 - Soliciting agenda items and setting agendas.
 - Setting up trainings for individuals new to the Curriculum Committee, including the use of curriculum management software and the approval processes.
 - Tracking course/award 5-year review status.
 - Ensuring current curriculum resources are available to faculty.
 - Maintaining the annual calendar and Committee meeting schedule.
- Sends agendas to committee members and notifies faculty/curriculum authors when related curriculum is on agenda.
- Oversees minutes for Curriculum Committee and subcommittee meetings.
- Oversees production of Monthly Board of Trustees Curriculum Report.
- Delegates duties to Instruction Office staff in consultation with the Vice President of Instruction.

D. FACULTY RESPONSIBILITIES:

1. Curriculum tasks for any faculty assigned to represent a discipline include but are not limited to:
 - Completion of regular five-year course and award reviews.
 - Completion of Sunset List items.
 - Course and award modifications.
 - Initial assignment of courses to disciplines.
 - Representation of curriculum proposals to the Curriculum Committee including addressing all comments in proposal workflows and attending the committee meeting where proposal will be considered.
 - Distance Education Addendum and Correspondence Education Addendum proposals.
 - Creating or modifying course or award student learning outcomes. Reviewing and confirming articulations.
 - Course and Award discontinuances.
 - Completion of scheduled program planning and evaluation.

ARTICLE VII. SUB-COMMITTEES

The Curriculum Committee may establish ad-hoc subcommittees to deal with specific issues. Such subcommittees may include faculty, staff, and student representatives who are not members of the Curriculum Committee.

ARTICLE VIII. POLICIES AND PROCEDURES

A. MEETINGS

Curriculum Committee meetings shall be scheduled in coordination with other standing committees and not on District meeting days. Special meetings may be called at the discretion of the Chair or upon written request by the majority of the membership.

B. AGENDA

1. DISTRIBUTION

An electronic agenda will be sent to Committee members 72 hours in advance of the meeting. A copy of the agenda will be posted on the Academic Senate Bulletin Board and Board Docs 72 hours in advance of the meeting.

2. FORMAT

a. ACTION ITEMS

The following items before the Curriculum Committee require action and a majority vote for approval:

- New course, new course prefix, new degree, or new certificate.
- Requisites or changes in requisites.
- Modifications of a degree, certificate, or prefix.
- Discontinuance or reactivation of a degree, certificate, course, or course prefix.
- Changes in hours of instruction, course credit units, course numbers, graduation requirements, course titles, transfer requirements, course description and other items agreed upon by the Committee.
- Distance Education and Correspondence Education modalities.
- New or modified noncredit courses or awards.

b. CONSENT ITEMS

Items that are brought before the Curriculum Committee that, in the judgment of the Chair, do not require discussion. Any item may be pulled from the consent agenda by any member of the Curriculum Committee for discussion. If the consent agenda is passed, each item on that agenda is considered passed by the Committee and becomes part of the College Curriculum.

c. DISCUSSION ITEMS

Items that are brought before the Curriculum Committee only for discussion. These items may be moved to an action item if deemed necessary.

d. INFORMATION ITEMS

Items that are brought before the Curriculum Committee to provide curriculum information and generally do not require discussion.

e. NOTIFICATION ITEMS

Items that are brought before the Curriculum Committee to provide confirmation of previously approved administrative actions.

C. MINUTES

A. DISTRIBUTION

Approved minutes of Committee meetings shall be posted on the Academic Senate bulletin board as well as electronically posted publicly on the District's meeting website (BoardDocs).

D. ACTIONS/VOTING

A. QUORUM

A quorum shall consist of a majority of the voting members of the Committee. No Action Item shall be considered in the absence of a quorum.

B. VOTING RULES

- Motions are approved by the majority of votes cast. Abstentions are considered as abstaining from a vote and not as a "no" vote.
- Motions to suspend the rules require two-thirds of the votes cast.

C. PROPOSALS

- The originator or designee of a proposal must be present at the Curriculum Committee meeting in which the proposal is being considered.
- All new course proposals and curriculum modifications must be submitted in accordance with Curriculum Committee approved forms and procedures.
- Proposals may originate with any faculty member, student, or member of the community. Those proposals not originating with a full-time faculty member must have an appropriate full-time faculty representative/co-contributor as determined by the Faculty Responsibility List.

E. APPEALS

Any originator of a proposal or member of the Committee or faculty may appeal the actions of the Committee. Such appeals shall be submitted in writing to the Academic Senate President, with a copy to the Vice President of Instruction, and Curriculum Committee Chair no later than ten (10) working days following the posting of the approved Curriculum Committee minutes documenting that action. The appeal will be taken up by the first upcoming meeting of the Academic Senate Executive following the submission of the appeal. The Academic Senate President shall provide a written response to the appealing party no later than ten (10) working days following the meeting of the Academic Senate Executive hearing the appeal. The decision of the Academic Senate Executive will serve as the final determination as to the fate of the proposal.

F. CURRICULUM REPRESENTATION

1. A Faculty Responsibility List will identify one full-time or part-time faculty responsible for each discipline. The Faculty Responsibility List will be coordinated

through Academic Senate every spring semester for the following academic year. (See Article VI.D)

- a. The Curriculum Committee will provide a list of disciplines to the Academic Senate President in early March.
 - i. Disciplines with one full-time faculty member are solely responsible for curriculum in their discipline.
 - Full-time faculty are strongly encouraged to work with part-time faculty regarding all curriculum proposals.
 - It is also recommended that full-time faculty connect with their colleagues at MJC as collaborative best practice.
 - ii. Disciplines with more than one full-time faculty:
 - Discipline faculty will decide who will represent the curriculum needs for the next academic year.
 - iii. Disciplines without full-time faculty
 - The Academic Senate will recruit a full-time or part-time faculty member to represent the discipline through an application sent to all faculty in March of each academic year. The applications will be reviewed by the Academic Senate Executive Committee, and selections will be made and announced to the Academic Senate of the whole in April of each academic year and provided to the Curriculum Committee.
 - Selected faculty (whether full-time or part-time) are encouraged to work with all part-time faculty teaching in the discipline regarding curriculum proposals.
 - Selected faculty (whether full-time or part-time) are encouraged to connect with their colleagues at MJC as collaborative best practice.

ARTICLE IX. AMENDING BYLAWS

The Curriculum Committee bylaws may be amended at any time by a majority vote of the Curriculum Committee. Amended bylaws must then be ratified by the Academic Senate.