

**Curriculum Committee Charter**

**Mission**

The Clackamas Community College (CCC) Curriculum Committee supports faculty in the development and implementation of high-quality curriculum that is accessible to all students, adaptable to changing needs, and accountable to the community by facilitating faculty collaboration and ownership of the curriculum and providing a venue for faculty to establish curricula and improve instructional programs.

**Purpose**

In supporting the mission of the College, the Curriculum Committee oversees the quality and content of course outlines and transfer and non-transfer degree and certificate requirements in accordance with the policies and guidelines of the Northwest Commission of Colleges and Universities (NWCCU) and other relevant agencies. The committee provides guidance, advocacy, and oversight for curricular issues that are cross-departmental or institutional in scope and impact. This includes, but is not limited to, new courses, revisions to existing courses, transferability, general education and related instruction issues, and new and revised programs.

**Scope**

The committee is tasked with the following responsibilities:

1. Provide oversight of all new or changed course outlines and program proposals to ensure that academic standards are maintained.
   1. Review and evaluate course outlines to assure that they are well developed, clear and complete, meet state guidelines, conform to CCC standards, satisfy transferability requirements (if any), and that supporting documents adequately supplement the proposal;
   2. Assure that general education outcomes on course mapping documents are clearly and appropriately addressed in the student learning outcomes, and that state approved criteria are reflected in the course outlines to which the mapping documents are attached;
   3. For courses identified as meeting Related Instruction through embedded content, ensure that course outlines clearly address the student learning outcomes relevant to the Related Instruction area;
   4. Make recommendations to assist individuals and departments/areas to strengthen their course outlines and program proposals.
2. Evaluate the impact of curriculum proposals on the College to assure that the curriculum offered is complementary and integrated.
   1. Assure that overlap with existing courses, impacts on other divisions, departments/areas, courses, programs, college services, and pre/co-requisites have been addressed.
3. Approve or disapprove new or changed course outlines and programs, recommend quality and conformance to best curricular practice throughout the College.
4. Establish, review and revise procedures and guidelines as needed to assure quality and conformance to best curricular practice throughout the College.

**Membership**

The membership of curriculum committee includes faculty and staff members from varied departments. This reflects an intentional effort to gather broad representation from the College community; these different perspectives help ensure that we can effectively challenge, support, and continuously improve the College's curriculum.

1. Ex Officio positions
   1. Director, Curriculum Office (non-voting)
   2. Curriculum and Scheduling Specialist (non-voting)
   3. Vice President, Instruction and Student Services (INSS)
   4. Dean, Institutional Effectiveness & Planning (IEP)
   5. Center for Teaching and Learning Representative
   6. Associated Student Government (ASG) Representative
   7. Dean, Academic Foundations and Connections (AFAC)
   8. Financial Aid Representative
   9. Graduation Services Representative
   10. Director, Student Academic Support Services
   11. Academic and Career Coach Representative
   12. Dean, Arts and Sciences
   13. Associate Dean, Arts and Sciences
   14. Dean, Technology, Applied Science and Public Services (TAPS)
   15. Associate Dean, TAPS
   16. Registrar
   17. Veterans Services
2. Regular faculty positions
   1. Faculty from each division are appointed by their dean.
   2. We value full-time and associate faculty representation. Faculty membership on the committee is reviewed regularly to ensure broad representation from divisions and compliance with relevant bargaining agreements.
   3. Regular members serve three-year terms.
   4. Committee may choose to retain a current representative beyond a three-year cycle, with dean approval.
3. Chair
   1. The committee is chaired by a faculty member who serves a two-year term as chair.
   2. Chair duties include onboarding new members, leading meetings, putting agenda items up for a vote, checking in with review teams, and sharing updates at College Council.
   3. In the current chair’s final term, a call will be put out to nominate a new chairperson from among the faculty membership.
   4. After nominations, all members vote on the new chair according to the committee’s voting guidelines (below).
   5. Chair terms can be extended beyond two years if a) they are approved as a continuing member of the committee by their dean, b) they are nominated for an extended term as chair, and c) committee members vote to approve the extended term.

**Review Teams**

Review teams evaluate new and revised course outlines according to the Course Revision Guidebook standards. Division review teams are made up of all committee members in that division. Related Instruction and General Education review teams are made up of volunteers from the curriculum committee.

1. AFAC Review Team
2. Arts and Sciences Review Team
3. TAPS Review Team
4. Related Instruction Review Team
5. General Education Review Team

**Voting Guidelines**

1. A quorum of at least 1/3 of the voting members, with more than half of those being faculty members, must be present in order for a vote to take place.
2. All members of the committee other than the curriculum office representatives are eligible to vote on every item, including items that they introduce and present.
3. Any voting member can motion for an agenda item to be considered for vote. This vote may be pushed out up to 3 future meetings to provide preparation time for the vote. At that time, it may be decided, or tabled further by a quorum vote.

**Additional Documents**

The *Course Revision Guidebook* and other checklists, flowcharts, and process documents can be found on the committee page <http://webappsrv.clackamas.edu/committees/CC/>.

**Relationship to Other Committees**

The Curriculum Committee works with the Curriculum Office, Instructional Standards & Procedures (ISP) Committee, the Assessment Committee and other college entities as appropriate.

**Definitions**

Please see <http://handbook.ccwdwebforms.net/handbook/glossary> for a list of terms commonly used in committee discussions.

**New Member Orientation**

The committee chair will provide orientation to the committee at the first meeting of each year. Additionally, committee members in their first term will be provided orientation by the committee chair and/or their division review team.

**Committee Member Expectations/Commitment**

In addition to attending meetings, members of the Curriculum Committee are expected to:

* Be familiar with Curriculum Committee process documents and Course Outline Review Guidebook
* Review meeting agenda and bring questions/comments to share at the meeting
* Engage in work with divisional review team and other subcommittees as assigned
* Keep department and/or constituent group informed of committee action

**Meeting Schedule**

The Curriculum Committee meets the first and third Friday of each month of Fall, Winter, and Spring terms, from 8-9:30am.