



Curriculum Committee Charter

Mission

The Clackamas Community College 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.
 - a. 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;
 - b. 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;
 - c. 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;
 - d. 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.
 - a. 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

1. Ex Officio positions
 - a. Director, Curriculum Office (non-voting)
 - b. Curriculum and Scheduling Specialist (non-voting)
 - c. Vice President, INSS
 - d. Dean, IEP
 - e. Center for Teaching and Learning Representative
 - f. ASG Student Representative
 - g. Dean, AFAC
 - h. Financial Aid Representative
 - i. Graduation Services Representative
 - j. Director, Student Academic Support Services
 - k. Dean, Arts and Sciences
 - l. Associate Dean, Arts and Sciences
 - m. Dean, TAPS
 - n. Associate Dean, TAPS

2. Regular faculty positions
 - a. Faculty (full-time or part-time) from each division are appointed by their dean. We value diverse representation from each division.
 - b. Regular members serve three-year terms.
 - c. Divisions may choose to retain a current representative longer than one three-year cycle.

3. Chair
 - a. The committee is chaired by a full-time faculty member.
 - b. In the current chair's final term (usually Spring), a call will be put out for faculty members of the committee to nominate a new chairperson.
 - c. After nominations, all members vote on the new chair.
 - d. Chair serves a two-year term.

Subcommittees

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

Voting Guidelines

1. 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.
2. Visitors abstain from voting unless requested by the chair of the committee or a quorum of members.
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. At that time, it may be decided, or tabled further by a quorum vote.
4. 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.

Last Approved 03.05.2021

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 necessary.

Definitions

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

Committee Member Expectations/Commitment

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

- Review Curriculum Committee process documents and Course Outline Review Guidebook
- Review meeting agenda and bring questions/comments to share at the meeting
- Participate on appropriate divisional review team
- Participate as needed on other subcommittees
- Act as the curriculum committee representative/liaison within their individual department/area

Meeting Schedule

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