

Curriculum Committee Chair Description and Responsibilities

The chair of curriculum committee is nominated from amongst the faculty membership and serves a two-year term. The curriculum committee chair is accountable to College Council. Responsibilities of the chair include:

1. Work with the Curriculum and Scheduling Office to plan meetings
 - a. Set calendar of committee meetings for the year and post on committee website
 - b. Prepare agendas
 - c. Distribute agenda to members and on committee website
 - d. Ensure that adequate minutes are kept of each meeting and that they are posted on committee website
2. Outreach to new and continuing members of the committee
 - a. Provide training and information about member responsibilities
 - b. Review the committee charter
 - c. Share additional resources such as outline review guidebook
 - d. Introduce new members to leads of subcommittees and review teams
3. Conduct committee meetings
 - a. Begin and end meetings on time
 - b. Work from a written agenda, keeping the meeting on track both in terms of content and time
 - c. Ensure that appropriate discourse is followed and encouraged with an emphasis on development of understanding, and then consensus.
 - d. Monitor participation – ensure all members have opportunities to speak, and no members are monopolizing the time
 - e. Summarize decisions to be made, encourage discussion, and call for a decision
 - f. Identify when additional work is needed outside of the committee meeting, and identify a subgroup to complete the work
 - g. When out of time on a topic has not been discussed, ensure it appears on a future agenda
4. Keep informed of State, Local and District issues impacting the committee's work
5. Give a report of the committee's work at College Council once per academic year and/or as requested by the College Council Chair
6. Keep track of committee membership and discuss vacancies with the committee
7. Work with associated student government to identify a student who would like to serve as a representative on the committee
8. Attend college meetings such as board meetings and college council as needed to advocate for committee recommendations
9. Collaborate with other committees and college offices as needed

Committee Member Description and Responsibilities

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. Members are encouraged to contact the committee chair if they have questions about how to contribute to curricular discussions and decisions. Member responsibilities include:

1. Attend all meetings when possible
2. Participate in meetings
 - a. Study the agenda carefully before you come to the meeting. Ask for clarification if any items are unclear.
 - b. Stick to the agenda during the meeting. Bring up new business only at the appropriate time.
 - c. Determine the exact purpose each agenda item for discussion and decide in advance how and what you will contribute to it.
 - d. If you disagree with the speaker, make your comments at the proper time. Don't let your comments get lost in confused conversation.
 - e. If a committee member suggests something that you don't agree with, ask them to summarize their viewpoint in a direct statement so you can gain full understanding.
 - f. If a motion seems to have been hurried without proper discussion, suggest tabling the item for a future meeting when it can be discussed in detail.
3. Be familiar with the process documents and the Course Outline Review Guidebook
4. Keep department and/or constituent group informed of committee action
5. Complete assignments associated with committee work in a timely fashion
6. Participate on review team and other subcommittees as assigned