



ACCREDITATION EVIDENCE

Title: Curriculum Committee Roles and Responsibilities

Evidence Type: Corroborating

Date: 26 January 2018

WAN: 22-0382

Classification: Resource

PII: No

Redacted: No



Curriculum Committee Roles and Responsibilities

Voting Members

- Who is eligible?
 - Five faculty members with a full-time teaching assignment. They are to be elected by the fulltime faculty from each of the five divisions to serve a two-year term, and they must be at least in second year of initial contract
 - Two faculty members with a full-time teaching assignment, to be elected by the fulltime faculty as at-large faculty representatives to serve a two-year term
 - One Division Chair elected by the Division Chairs to serve a two-year term
- Responsibilities
 - Review materials provided by Curriculum Committee Assistant before each meeting
 - Attend and participate in meetings
 - Provide information and support to represented group
 - Other duties as assigned

Non-Voting Members

Dean of Academics

- Preside at and facilitate all committee meetings
- Vote only in the event of a tie

Registrar

- Serves as the meeting facilitator in the event of the absence of the Dean of Academics

Curriculum Committee Assistant

- List each proposal on the agenda of the next meeting
- Include each proposal in committee meeting packet prior to meeting
- Send an email reminder to each originator indicating meeting date and time so he/she can plan to attend to answer any questions the committee may have
- Record all changes, actions, etc. during meeting
- Obtain signature from Dean of Academics and the Registrar, if the proposal is approved
- Make copies for files and send originals to Registrar for master file and implementation in the schedule/catalog
- Disseminate decisions and meeting minutes to Registrar, Originator, Appropriate Division Chair, and the ACE-IT Center

Signatories – Required Before Review by the Curriculum Committee

Originator

Who is eligible?

Instructional faculty (If adjunct, must have a full-time faculty co-originator)

Responsibilities

1. Obtain and complete appropriate form
2. Obtain signatures from department members and division chair
3. Attend meeting to answer any questions curriculum committee members may have

Curriculum Representative

- Who is eligible?
Faculty member with a full-time teaching assignment elected by the full-time faculty from each of the five divisions to serve a two-year term and the two at-large faculty members
- Responsibilities
 - Review the purpose and content of proposals for an originator and recommend approval (per signature).
 - Review submission for completion.

Curriculum Reader

- Who is eligible?
Voting member of the curriculum committee assigned as a reader to a specific academic division
- Responsibilities
 - Review the purpose and content of proposals for an originator and recommend approval (per signature).
 - Review submission for completion.

Faculty Reviewers (General Education Approval)

- Who is eligible?
At least three of the following, as appointed by the Dean of Academics:
 - Full-time faculty teaching in an appropriately related field as part of their teaching load (full-time instructors may be from any division if they teach a course in the field within the appropriate general education category)
 - Part-time faculty from closely related fields
- Responsibilities
 - Each reviewer will evaluate the proposal, review the syllabus, and complete the appropriate Review Checklist received by email from the Curriculum Committee Assistant.
 - Each reviewer will indicate agreement or disagreement with the proposal, sign the checklist, and return the materials to the Curriculum Committee Assistant within 10 working days of email receipt.
 - Each reviewer is required to write a brief explanation on the checklist form for agreeing or disagreeing with the proposal. Such explanations may expedite decision-making if conflicting viewpoints arise.