Curriculum Committee Charter

Curriculum Committee: The Curriculum Committee, in conjunction with academic executive leadership, establishes credit curriculum review and approval processes in accordance with the requirements of Arizona Revised Statutes (ARS 15-1410) and according to criteria established by the Higher Learning Commission. Curriculum development procedures, which include all learning outcomes and the assessment of student learning, are described and accessed through the Yavapai College website. All credit curriculum that is developed for the district must be reviewed by the Curriculum Committee and other relevant committees (as applicable, including but not limited to the General Education Committee and the Developmental Education Committee), and academic executive leadership. Courses intended to satisfy general education requirements are reviewed by the General Education committee prior to final approval by the Curriculum Committee. The Committee activities include, but are not limited to, reviewing and recommending approval of all new for-credit courses and programs, and proposed deletions or modifications of existing courses and programs.

Committee Rules of Engagement: This is a participatory Governance academic committee and will follow all procedures established by the College Council. Specific procedures will be outlined in a Curriculum Manual which will be maintained by the Office of Instructional Support. The Director of Instructional Support will be the owner of the Curriculum Manual and all procedures contained within.

Quorum: A simple majority of voting members is required to vote on curriculum recommendations. A two-thirds majority of voting members are required to vote on the modification of the charter, the creation of by-laws, the creation of standing sub-committees, and any significant procedure changes (e.g., revision of the Curriculum Manual).

Elections and Appointments: In the case of committee members who are not designated by specific job title, elections and appointments will be made as follows: Faculty representatives and the Faculty Committee Chair will be elected each spring using the Senate election process. The Faculty Senate representative will be appointed by the Faculty Senate officers. Staff and administrator representatives will be appointed. The Student representative will be appointed by the Student Government Association.

Meeting Schedule: The Curriculum Committee will meet throughout the fall and spring semesters, and in summer as needed. Faculty off-assignment will be paid for their attendance.

Meetings:

- Meeting times and dates will be determined at the beginning of each academic year. See the website for the most up-to-date information. www.yc.edu/curriculum
- Agendas will be distributed 3 business days before each meeting.
- Approved meeting minutes will be finalized and posted on the Curriculum Committee webpage.

Role of General Members: Communicates with constituents to gain feedback on Curriculum meeting minutes and any new or proposed changes. Actively participates in committee operations and projects by attending all meetings, reviewing proposals and other provided materials before the meeting, and tracking communication interactions.

Role of Faculty Representatives: Communicates with constituents (including but not limited to all directly affected faculty, staff with teaching duties, program directors, and program coordinators) to gain feedback on Curriculum meeting minutes and any new or proposed changes. Actively participates in committee operations and projects by attending all meetings, and tracking communication interactions. **Reviews proposals from their academic division for accuracy and completeness, paying special**

attention to subject matter fields (e.g., course description, course content, program description, program purpose), and "reasoning" and "justification" sections.

Role of Faculty Chairperson: Meets with Committee Sponsor regularly. Leads changes in curriculum procedures to support the process, works with the Curriculum Office to distribute meeting times and agendas, facilitates Curriculum Committee meetings, and works with the Curriculum Office to distribute meeting notes in a timely manner. Serves on the Curriculum Technical Team. Ensures that all affected faculty and staff (e.g., faculty or staff members that teach in the affected department/discipline/program, faculty or staff with teaching duties who may be required to teach a proposed course, program directors, or coordinators) have been given the opportunity to submit feedback. Verifies Advisory Board meeting minutes and/or articulation documentation are present and relevant. When necessary, assigns course reviews to faculty representatives.

Role of Technical Team: Serves as a sub-set of the Curriculum Committee to ensure operational efficiency. Reviews individual proposals in preparation for inclusion on a grouped proposal to be moved forward. The Technical Team will review the proposal for completeness, formatting, relevant attachments, policy and procedure alignment, C-Maps, descriptions, content, learning outcomes, and required assessments. The Technical Team will consist of the Curriculum Office and Curriculum Committee Faculty Chair.

Committee Membership

- Academic executive leadership representative / College Council Executive Leadership Committee Sponsor (ex-officio)
- Chair (Faculty member)
- Curriculum and Assessment Program Manager
- Director of Instructional Support
- Faculty Representatives: Each academic unit will provide a minimum of one, but no more than three Faculty representatives. Also, the Faculty Chair, Faculty Senate Representative, and Adjunct Representative can serve in more than one role (i.e., one Faculty member representing both Senate and academic unit).
- Faculty Senate President or designee (Faculty member; current member of Faculty Senate)
- Associate Vice President of Academics and Instructional Support
- Associate Vice President of Student Affairs and Dean of Students
- Registrar
- Student Development Enrollment or Retention Advising representative
- Student representative
- Adjunct Faculty representative (Adjunct faculty member)
- Articulation and Academic Partnerships (non-voting)
- Curriculum and Assessment Specialist (non-voting)
- Scheduling Department representative (non-voting)
- Financial Aid representative (non-voting)
- Library representative (non-voting)

Website link: www.yc.edu/curriculum