



Charter for Curriculum Committee

Spring 2022-Spring 2023

This Charter is established between the Curriculum Committee and the Academic Senate to structure the process and planned outcomes included herein through the 2022-2023 academic year.

Purpose

The Curriculum Committee, a sub-committee of the Academic Senate, has two primary purposes: 1) to review and approve new curriculum including new courses, course modifications, new programs and program modifications and 2) to review and approve the curriculum approval process. The college Curriculum Committee is the sole approving body for Norco College only curriculum. For district shared curriculum, it has one vote in the district Curriculum Committee. The Curriculum Committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. Committee members report on curriculum at their department meetings and solicit suggestions and recommendations when needed.

Charge

The Curriculum Committee shall review and approve new curriculum including new courses, course modifications, new programs and program modifications as well as review and approve the curriculum process. The Curriculum Committee is the sole approving body for Norco College only curriculum. For district shared curriculum, it has one vote in the district Curriculum Committee. The Curriculum Committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. The Curriculum Committee is not primarily responsible for any specific Educational Master Planning objectives.

Guiding Principles and Accreditation

The Curriculum Committee is a standing committee of the Academic Senate.

Accreditation Standards guiding the Curriculum Committee:

- I.C.1
- II.A.1
- II.A.5
- IV.A.4

Equity

The district Curriculum Committee has a COR review checklist which includes a section on how faculty can create equitable course outlines of record.

Scope & Expected Deliverables

The Curriculum Committee provides approved curriculum including new courses, course modifications, new programs and program modifications for the college catalog each academic year.

Membership

The Curriculum Committee is comprised of faculty members that are representative of the department structure and or schools.

- Faculty co-chair
- Administrative co-chair (Vice-President of Academic Affairs)
- Faculty Committee Members –
 - At least 1 faculty member from each department and/or school. One of the faculty should represent CTE programs and one faculty should be a counselor
- Dean of Instruction
- Library Representative
- Instructional Department Specialist Representative

Department	Voting Member
MATH *Co-CHAIR Faculty*	NO
VP OF ACADEMIC AFFAIRS *Co-CHAIR Admin.*	NO
ACADEMIC AFFAIRS OFFICE *ADMIN Support*	NO
DEAN OF INSTRUCTION- STEM/BUS/MGT	NO
BEIT	YES
BEIT	YES
MATH	YES
MATH	YES
ARTS, HUMANITIES AND WORLD LANGUAGES	YES
SCIENCES AND KINESIOLOGY	YES
SCIENCES AND KINESIOLOGY	YES
ARTICULATION OFFICER/SOCIAL & BEHAVIORAL SCIENCES	YES
SOCIAL AND BEHAVIORAL SCIENCES	YES
LIBRARY	YES

Membership			
	COMMUNICATIONS	YES	
	COMMUNICATIONS	YES	
	ASNC	NO	
	IDS in the DOI	NO	

Meeting Time/Pattern

The Curriculum Committee meets on the second and fourth Tuesday of each month from 2:00 pm- 3:30 pm, with a video conferencing option when allowed. Contact the Curriculum Committee Chair/Co-Chair(s) to place an item on a future agenda.

Roles of Chairs and Members

The Curriculum Committee Chair/Co-Chair(s) report to the Academic Senate on matters of curriculum at the college and throughout the district. The Curriculum Committee Chair/Co-Chair(s), along with administrative support, is responsible for preparing agendas and facilitating meetings of the Curriculum Committee based on best practices and guidelines.

Curriculum Committee members are expected to actively attend and participate in all meetings and decision-making processes of the Curriculum Committee. While representing the perspectives of the departments to which they belong members are expected to engage in effective dialogue with Curriculum Committee peers with the intention of finding consensus on all issues that come before the Curriculum Committee.

Meeting Procedures and Expectations

The Chair(s)/Co-Chair(s), and members of the Curriculum Committee, will adhere to meeting and governance best practices.

As a standing committee of the Academic Senate, this committee is subject to the Brown Act (SPGM, p.71). Agendas and minutes are posted accordingly.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.

Meeting Procedures and Expectations

- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.