

Role of the Committee Member

Roles & Duties

Duties of the Chair

1. Call and conduct meetings of the Committee.
2. Prepare the agenda for meetings.
3. Edit minutes of each meeting and submit them to the Committee for ratification.
4. Provide additional information to the Committee when requested to do so.
5. Establish subcommittees and ad hoc committees as needed and monitor their progress
6. Prepare the curriculum Committee calendar, including deadlines, for the academic year and present it to the Committee for adoption.
7. Prepare and disseminate information to assist members in understanding changes in policies and regulations.

Curriculum development requires the cooperation of many people and offices. The Chairperson of the Committee will work closely with the Curriculum Office in monitoring the progress of course proposals and any other items to be presented to the Curriculum Committee.

Duties of the Members

1. Become informed about Curriculum Committee policies and procedures.
2. Attend all scheduled meetings, having read the agenda, minutes, and agenda items beforehand.
3. Study all items listed on the agenda and be prepared for discussion and making recommendations at meetings, per the *Course Outline of Record Checklist* (pg. 67).
4. Determine the merits of proposals based on an objective analysis of the information presented including the effects upon the college-wide curriculum.
5. Vote to approve or disapprove curriculum proposals and any other appropriate items brought to the Committee for a vote.
6. Make recommendations concerning instructional goals and policies of the College, at the request of the Academic Senate.
7. Serve as liaison from the Curriculum Committee to schools for information regarding curricular issues. Examples: course proposals, calendars, articulation, etc.
8. Inform those making proposals of the date on which the proposals will be considered and the disposition of their proposals by the Committee.
9. If a proposal is rejected, make certain proposer is informed of the reason(s) for the rejection.

New Members



New members are often overwhelmed with the scope and volume of their tasks as members of the Curriculum Committee. Some have expressed concern about making decisions on courses in areas outside of their own expertise. And while the Curriculum Committee is responsible for the overall direction and focus of the College's curriculum, the vast majority of the time members are reviewing courses and programs to determine whether they meet the established curriculum standards. They are considering such questions as: Does the course have the appropriate prerequisites? Does the outline show that the course will require critical thinking? Is there evidence of enough outside class work to support the amount of units?

Becoming familiar with the course standards is probably the first task a new member should undertake.

An extremely important role for the Committee member is serving as the **communication link** between the Curriculum Committee and his/her constituent group— Academic Deans, students, and faculty. Curriculum and instructional issues discussed at the Committee meetings need to be taken back to the member's constituent groups, and issues and concerns brought up by constituent groups need to be communicated back to the Curriculum Committee. The Committee member is responsible for making this two-way communication happen.

In partnership with the Dean, providing curriculum leadership within the school is **a primary responsibility of the faculty committee members**. This includes helping departmental faculty with the curriculum process, forms, and procedures. Even if you do not know the answers to all the questions regarding curriculum, you should know where to find them.

Members should be able to answer general questions about the process, deadlines, current issues and the Section K portion of the course outline, and/or know where to find answers. Committee members should be able to help proposers identify problem areas the proposer might encounter before starting and help proposers complete the course proposal forms if necessary. Committee members should be able to review and critique the proposal: is critical thinking reflected in the objectives, methods of evaluation, and the content outline? If degree applicable, does the course have the minimum standards as advisories? If repeatable, is repeatability reflected in the content outline? See the *Course Outline of Record Checklist* (pg. 67).

Curriculum Office Role

- Help Academic Deans, committee representatives, administrative assistants and proposers find answers to their questions about policies, the agenda, etc.
- Anticipate and resolve problems with proposals prior to placing on the agenda; enforce agenda deadlines.
- Ensure that Committee actions are implemented in all appropriate areas (i.e.: course master, catalog, schedule of courses, etc.)

When Reviewing a Course for Approval

The following are some questions to keep in mind as you review a course. See the *Course Outline of Record Checklist* (pg. 67) and the *Course Outline of Record: A Curriculum Reference Guide* (COR:CRG) for more:

- Does this course fit the mission of the College?
- Is this a college-level course?