

# **CURRICULAR ISSUES COMMITTEE GUIDELINES**

## **PURPOSE**

- In association with the Academic Affairs Office, define and communicate processes to be used in developing or modifying the college's curricula.
- At the request of the Chief Academic Officer:
  - Review and make recommendations regarding the development or revision of general education requirements for the college's various degrees and certificates.
  - Recommend criteria to be used in identifying courses which may be applied to the general education requirements of the college's various degrees and certificates.
- Recommend the approval of specific courses to meet specific general education requirements of the college's various degrees and certificates.
- Review new or revised elective courses (those credit courses that may not be used to fulfill any specific general education or program requirement) for the purpose of information sharing and comment. The committee will have no recommendation authority for courses used only as electives. Authority for these courses resides within instructional divisions.
- Review new or revised program courses (those courses that may fulfill program requirements) for the purpose of information sharing and comment. The committee will have no recommendation authority for courses used to meet program requirements. Authority for these courses resides within instructional divisions.
- Make recommendations related to curricular issues that may be referred by the Chief Academic Officer.

## **LEADERSHIP**

The committee Chair will be selected from among the faculty members. It is recommended that the Chair have at least one year of experience as a member of this committee.

## **MEETINGS**

Regular meetings will be held October through May. Special meetings may be called by the Chair as needed.

## **COMMUNICATIONS**

Deadline for agenda items will be five (5) days prior to the meeting. The agenda will be compiled by the Chair in cooperation with the Dean of Curriculum and Educational Assessment.

## MEMBERSHIP

The faculty members will be appointed by the Dean/Director in consultation with Department Chairs. The Chief Academic Officer will appoint administrative and student members. Faculty appointments will be for two years and staggered so that experienced members will always be serving.

One (1) faculty, Academic Development, Communication Arts, & Mathematics Division

One (3) faculty, Liberal Arts, Social Systems, & Human Performance Division

One (1) faculty, Writing

One (1) faculty, Counseling

One (1) faculty, Benton Center/Linn County Centers

One (1) faculty, Business, Healthcare, & Workforce Division

One (1) faculty, Mathematics

One (1) faculty, Natural Sciences

One (1) faculty, Social Sciences

Two (2) faculty, Business, Healthcare, & Workforce Division/Culinary Arts  
(one career and technical/one transfer)

Two (2) faculty, Science, Engineering & Technology

One or more (1+) ASG representatives, with one ASG Representative voting.

Dean, Curriculum and Educational Assessment (nonvoting)

## VOTING/CONSENSUS SEEKING

Action by the committee will occur when at least 50 percent of the regular members are present. A regular member may be represented by a substitute whose vote will be counted but no absentee votes shall be counted. The committee may discuss matters and recommend action when a quorum is not present, however, such action must be formally ratified at a subsequent meeting when a quorum is present.

## SUBCOMMITTEES

Subcommittees may be appointed by the Chair when deemed appropriate and may consist of committee members and other individuals.