

## CURRICULAR ISSUES COMMITTEE CHARTER

The Curricular Issues Committee (CIC) will review all new and revised credit course proposals and all new academic program proposals, prior to submission for state approval and inclusion in the annual academic catalog. Academic programs include all transfer and career technical programs. The Academic Affairs office will provide guidelines, timelines, and support for the work of the committee and will assure that the committee is aligned with state and accreditation requirements for college curriculum.

Primary functions of the Curricular Issues Committee:

- Review program designs to ensure that all college, state, and federal policies and regional accreditation standards are met and that the program outcomes are targeted to the current needs of students, employers, and educational partners and align with the mission of the college.
- In association with the Academic Affairs Office, define and communicate processes to be used in developing or modifying college curricula.
- Recommend the approval of specific credit courses to meet specific, developmental, general education, or related instruction requirements of the college's various degrees and certificates.
- Review new or revised credit courses for the purpose of meeting college and state policies and accreditation standards. The committee will have limited recommendation authority for these courses. Primary authority for the content of courses resides within instructional divisions.
- Act as liaison between the committee and represented program(s), department(s), and/or division.
- Consider effects of curricular proposals on other departments and students which include, but are not limited to:
  - Impacts to and from prerequisite courses
  - Transfer programs
  - CTE programs
  - Admissions and Registration
  - Advising
  - Financial Aid
  - Library
  - Articulation
- 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.
- Provide feedback and guidance on institutional initiatives that are related to or impact curriculum

## LEADERSHIP

The Chair of the Curricular Issues Committee will be selected annually in the spring by the committee among the faculty committee members. It is recommended that the Chair have at least one year of experience as a member of this committee. The chair is a voting member.

Responsibilities of the Chair include:

- Collaborate with the Director of Curriculum and Scheduling to set committee meeting agendas.
- Communicate information and resources with the committee
- Onboard new committee members
- Facilitate Curricular Issues Committee meetings

## 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 Director of Curriculum and Scheduling.

## MEMBERSHIP

The faculty members will be appointed by their 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.

Four (4) faculty, CTE (1 Manufacturing, 1 Healthcare)

One (1) faculty, Learning Center/Library

One (1) faculty, Writing

One (1) faculty, Advising Center

One (1) faculty, Health & Human Performance

Two (2) faculty, Sciences

One (1) faculty, Arts, Social Science, Humanities

One (1) faculty, Business Transfer

One (1) faculty, Mathematics

One (1) Contracted faculty, At Large

One (1) PT faculty at large

One (1) ASG Representative

Resource members: (non-voting)

Director of Curriculum and Scheduling  
Administrative Assistant, Academic Progression  
Director, Enrollment Services  
Transcript Evaluator  
Academic Dean or Director (rotate each year)  
Financial Aid Director

#### 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.