



Curriculum Committee

Policy Number: 20151007-1

CC Policy: Curriculum Committee Bylaws

The College of the Sequoias Curriculum Committee is a sub-committee of the Academic Senate.

Purpose:

The purpose and work of the Curriculum Committee is to research, develop, review, and approve curriculum to send to the Academic Senate, the Board of Trustees and the Chancellor's Office for final approval and activation. Additionally, the Curriculum Committee educates the campus community about changes to legislation that impacts curriculum.

The Curriculum Committee develops processes and procedures to facilitate the approval of curriculum, including oversight and management of the curriculum management system.

Membership/Voting:

The Curriculum Committee is co-chaired by the Curriculum Coordinator/Chair and the Vice President of Academic Services. Voting members include one representative elected from each division, a librarian, and the Articulation Officer. Non-voting and advisory members of the committee include the Vice President of Academic Services, academic deans and directors, Curriculum Specialist, Financial Aid Specialist, Distance Education Coordinator, and a student representative. In the case of a tie vote during a meeting, the Curriculum Committee Chairperson (faculty) will break the tie by voting. Otherwise, the Curriculum Committee Chairperson will not vote.

Work groups may be created for short-term tasks and special projects. These groups will have a timeline, will be composed of Curriculum Committee members

and will report back to the full committee once the task or project has been completed.

Meetings:

The Curriculum Committee meets during the academic year on the first Wednesday of the month. Additional meetings may be called by the Curriculum Co-Chairs for situations that require immediate action. Members will be given 24-hour notice by email and these meetings will be limited to the special agenda items only. The meetings will require a quorum of 50% +1 of voting members.

Order for meetings:

The Curriculum Committee will function under the authority of *Robert's Rules of Order, Newly Revised* and in compliance with the Brown Act. Meetings will require a quorum (50% +1 of voting members) in order to take action on business.

Amendment of bylaws:

These bylaws may be amended after a proposed change has been communicated to the members (in accordance with Robert's Rules of Order, Newly Revised, this will require two readings at two successive meetings). The representatives will have time to confer with their constituencies before a simple majority vote is taken at the third successive meeting.