APPENDIX B—October 12, 2015

Curriculum Committee

A Standing Committee of the Academic Senate

Responsibilities

The duties of the Curriculum Committee shall be to:

- Evaluate the relevance of proposed new courses in relation to the College’s mission and its Strategic and Educational Master Plans.
- Evaluate the relevance of proposed new academic programs in light of the College’s mission and its Strategic and Educational Master Plans.
- Review and update course outlines as mandated by the College’s COR update schedule.
- Review and update the General Education philosophy statement for the Associate in Arts and the Associate in Science degrees.
- Review and revise as needed the Curriculum Committee charter every odd year by the second meeting of the fall semester.
- Review and update the General Studies AA degree by the third meeting of the fall semester.
- Set and assess goals on an annual basis.
- Form task forces as needed.

Committee Membership

The following shall be the voting members of the Curriculum Committee with seats apportioned in the areas indicated:

AREA 1

- Three (3) members selected from the disciplines housed in the following departments:
  
  Art and Architecture; Communication Studies; English; Media Arts; Library Sciences, Modern Languages; Performing Arts
AREA 2

- Three (3) members selected from the disciplines housed in the following departments:
  
  Child Development and Education; Kinesiology; History, Philosophy and Sociology; Political Sciences, Economics, Administration of Justice and Chicano Studies; Psychology and Addiction Studies

AREA 3

- Three (3) members selected from the disciplines housed in the following departments:
  
  Business Administration; Anthropological and Geographical Sciences; Chemistry; Life Sciences; Mathematics; Nursing; Physics and Planetary Sciences

AREA 4

- Three (3) members selected from the disciplines housed in the following departments:
  
  Agriculture and Natural Resources; Center for Academic Success; Computer Applications and Office Technologies; Counseling; Industrial Technology; Computer Science and Information Technology
  
  - The immediate past Curriculum Committee chair
  - Three (3) At-Large faculty members
  - The College Articulation Officer or designee
  - The College Librarian or designee.
  - One (1) AFT faculty chapter representative.

The following shall be non-voting members of the Curriculum Committee:

- The Associated Student Organization President or designee.
- Apprentice members
A member appointed by the Vice President of Academic Affairs in an advisory role

A resource member whose duties shall include recording and distributing the minutes of all meetings of the Curriculum Committee as well as seeing to it that the decisions of the committee reach the appropriate parties at the college and the district.

The following shall apply:

- The Second Vice President of the Senate shall chair the Curriculum Committee, as per the Pierce Academic Senate Bylaws.
- The Second Vice President of the Senate shall attend the monthly meetings of the District Curriculum Committee and report all matters of concern and significance to the Curriculum Committee and to the Academic Senate.
- The voting membership of the Curriculum Committee shall be composed of members of the faculty appointed to the committee by the Academic Senate from nominees submitted to the Academic Senate with the exception of the member serving as the faculty guild representative to the Committee, who will be appointed by the Faculty Guild.
- The term of office of faculty committee members shall be two years. The terms of the committee membership shall be staggered so that one half of the committee is selected at the beginning of each academic year.
- No department of the college shall have more than two (2) members on the Curriculum Committee.
- Any faculty may serve as an apprentice member of the committee

Other Criteria

Attendance and Removal

Committee members, including apprentice members, are expected to attend all meetings. Members, including apprentice members, who miss more than two meetings in a semester, may be subject to removal from the committee, as described in Article V of the Pierce Senate Bylaws
Renewal or Vacancies

Eligible faculty serving on the committee shall have priority for renewal when their term expires, subject to ratification by the Academic Senate.

Eligible apprentice members shall have priority to fill a vacancy in their area or in an at-large position, subject to ratification by the Academic Senate.

The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Distance Education

The Distance Education Coordinator validates the Distance Education addendum prior to Curriculum Committee action.

Honors

The Honors Director validates the Honors addendum prior to Curriculum Committee action.

Student Learning Outcomes

The SLO/Outcomes Coordinator validates the SLO addendum prior to Curriculum Committee action.

Technical Review

The Technical Review process is outlined in Appendix B-1

Updated by Academic Senate September 13, 2010
Updated by Academic Senate March 26, 2012
Revised and approved by the Curriculum Committee May 30, 2014
Approved by the Academic Senate June 2, 2014
Revised and approved by the Curriculum Committee October 3, 2014
Approved by the Academic Senate October 6, 2014
Revised and approved by the Curriculum Committee October 2, 2015
Ratified by the Academic Senate October 12, 2015