

CURRICULUM COMMITTEE CO-CHAIR JOB DESCRIPTION

Committee Responsibilities

- Ensure the review/update of new and existing courses and programs.
- Plan committee agendas.
- Conduct committee meetings every other Thursday afternoon from 2:30 p.m. – 4:00 p.m.
- Oversee committee minutes.
- Train/update curriculum members for curriculum committee responsibilities.
- Oversee and coordinate activities of curriculum subcommittees/teams.

Senate Responsibilities

- Attend Academic Senate Executive Board and Academic Senate meetings every Wednesday afternoon from 3:30 p.m. – 5:00 p.m.
- Interact with the Academic Senate President regarding curriculum issues.
- Prepare and give reports to the Academic Senate Executive Board and Academic Senate.

Campus/District Responsibilities

- Assist faculty in the development of new and revised curriculum.
- Train faculty in curriculum issues and policies including ~~conducting activities such as~~ flex training and ~~open office hours the first week of each semester~~ drop-in sessions.
- Communicate curriculum concerns and actions between faculty and administration.
- Stay abreast of current information regarding changing curriculum practices, methods, and legal responsibilities.
- Serve on and coordinate with related college committees.

The Curriculum Committee Co-Chairs should:

- ~~have support~~ a campus-wide ~~view regarding approach to~~ curriculum ~~development~~.
- ~~have the skills and patience of a technician in dealing with curricular detail yet keep foremost in mind the setting and implementation of policy~~ assist faculty with the technical and legal requirements of creating and revising curriculum.
- ~~be able to work~~ effectively and positively with a wide variety of people.
- ~~be able to work~~ effectively with in the requirements of Title V and AB 1725.
- ~~be prepared to suggest how current procedures of the Curriculum Committee can be improved~~ regularly assess Curriculum Committee procedures for improvements.
- represent the views of the faculty and the Senate.

Also suggest re-ordering the bulleted qualities so that they read as follows:

- support a campus-wide approach to curriculum development.
- assist faculty with the technical and legal requirements of creating and revising curriculum.
- regularly assess Curriculum Committee procedures for improvements.
- work effectively and positively with a wide variety of people.
- work effectively within the requirements of Title V and AB 1725.
- represent the views of the faculty and the Senate.

*Changes included rephrasing for clarity and active voice.

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