

# CURRICULUM COMMITTEE CO-CHAIR JOB DESCRIPTION

## Committee Responsibilities

- Ensure the review/update of new and existing courses and programs.
- Plan committee agendas.
- Prepare documents legally required for review, approval, and posting.
- Stay abreast of Robert's Rules and Brown Act requirements.
- 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 (i.e. annual certification and individual topics as necessary) and provide ongoing training throughout the year.-
- Develop training materials (e.g. videos, screenshots, step-by-step instructions, PowerPoint presentations)
- Oversee and coordinate activities of curriculum subcommittees/teams.
- Facilitate and participate in CORE Team meetings.
  - CORE Team is comprised of the Office of Instruction (i.e. scheduling and catalog) staff and management, Articulation Officer, Assessment Faculty Co-Chair, and Curriculum Co-Chairs.
- Ensure the review/approval of curriculum-related documents, policies, and procedures.
  - Annual Review/Approval of:
    - Curriculum Committee Charge and Goals
    - Curriculum Committee Reference Guide
    - CRC Course and Program Checklists
- Create annual Curriculum Calendar including submission deadlines.

## 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 Train/update campus community on curriculum-related matters including activities such as flex training and drop-in sessions.
  - Develop training materials (e.g. videos, screenshots, step-by-step, PowerPoint presentations)
- Communicate curriculum concerns and actions between faculty and administration.
- Stay abreast of current information regarding changing curriculum practices, methods, and legal responsibilities.

- Attend the Curriculum Institute every summer and other training opportunities throughout the year.
- Attend both ASCCC and CCCCCO webinars regularly.
- Serve on and coordinate with related college committees/task forces.
  - Regularly coordinate and communicate with the Assessment Committee Faculty Co-Chair.
  - Serve on and work with the Program Review Committee Faculty Co-Chair.
  - Work with the Accreditation & Institutional Quality (AIQ) Committee to review related documents and provide artifacts that support college work.
- Maintain both the Curriculum Committee webpage and Canvas shell.
- Communicate with the Catalog workgroup and evaluate relevant sections of the catalog.
  - Ensure alignment with Title 5, Board Policy (BP), and Administrative Policy (AP) and make recommendations to Academic Senate.
- Facilitate effective communication between the respective committee chairs on each campus within the Kern Community College District (KCCD).
- Review curriculum-related documents as directed by the President's Office (e.g. Strategic Directions document) and provide recommendations.

## The Curriculum Committee Co-Chairs should:

- support a campus-wide approach to curriculum development.
- review all courses and programs for accuracy and to ensure compliance with technical and legal requirements.
- assist faculty with the technical and legal requirements of creating and revising curriculum.
- work closely with the Office of Instruction and Articulation Officer on curriculum, catalog, and scheduling matters.
- regularly assess Curriculum Committee procedures for improvements.
- regularly review documents prepared for the Board of Trustees (BOT) and attend BOT meetings when necessary.
- work effectively, positively, and patiently with a wide variety of people.
- work effectively within the requirements of Title 5 and AB 1725.
- represent the views of the faculty and the Senate.