

Diablo Valley College Curriculum Committee By-Laws

1. **Name:**

The name of the committee shall be the Curriculum Committee. This committee is a standing sub-committee of the Faculty Senate.

2. **Goals:**

The primary goal of this committee shall be to oversee curriculum to sustain quality instruction and standards, to conform to Title 5 of the California Code of Regulations statutory requirements for programs and courses, and to implement the Contra Costa Community College District's adopted Governing Board Policy 4004 on course prerequisites, corequisites and advisories on recommended preparation.

3. **Meetings:**

- a. The committee meets Mondays 2:00PM until 3:30PM, or as agreed upon by a majority of voting members
- b. The chair or members of the committee may request an extension of time. A majority vote of those present can extend the meeting time in 15-minute increments as long as a quorum can be maintained.
- c. Non-members may participate in discussions through recognition by the chair.
- d. Meetings are open and subject to the provisions of the Brown Act.

4. **Responsibilities:**

The committee shall oversee the college curriculum and make recommendations to the vice president of academic affairs regarding courses and programs, degrees, majors, certificates and transfer requirements including General Education requirements, course revisions, disciplines and other matters which concern curriculum. In these matters, the vice president of academic affairs shall rely primarily upon the advice and judgment of the Curriculum Committee acting in its capacity as a representative of the Faculty Senate.*

** Pursuant to Board Policy 1009, the Governing Board shall rely primarily on the advice and judgment of the Faculty Senate for items 1 - 3 as listed in Title 5, Section 53200 (c). Item 1 from this list includes 'curriculum, including establishing prerequisites and placing courses within disciplines'. Item 2 from this list includes 'degree and certificate requirements'. Item 3 from this list includes 'grading policies'. Title 5, Section 53203 (d) further states, "in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate." Note, faculty senate and academic senate have the same meaning pursuant to Title 5, Section 53200 (b).*

Historical Annotation:

Adopted: 11/5/96

Revised: 11/11/03

Revised and Approved by Faculty Senate Council: 3/22/05

5. **Membership:**

- The Senate president as chair or the president's designee
- The DVC articulation officer
- The DVC vice-president of academic affairs or designee
- One librarian selected by the Library Department
- One student representative selected by the ASDVC (see #6 below)
- One representative from the San Ramon Campus
- One representative from each of the following divisions, selected by the area/division:
 - ❖ Applied & Fine Arts
 - ❖ Biological & Health Sciences
 - ❖ Business Education
 - ❖ Counseling
 - ❖ English
 - ❖ Math & Computer Science
 - ❖ Physical Education, Athletics & Dance
 - ❖ Physical Science & Engineering
 - ❖ Social Science

Co-representatives from a division are allowed. Duties of the co-representatives should be detailed in the by-laws of the areas/divisions involved.

Any newly formed academic division shall elect a representative to serve as a member of the committee.

6. **Voting:**

All members of the committee may cast a vote except the vice president of academic affairs. Administrative or instruction office personnel participating in committee affairs are ex-officio and do not have a vote. The student representative may vote when qualified (see #6 below). In the case of co-representatives, only one (1) representative vote will be allowed. The chair may only vote to break a tie.

7. **Term of Office:**

The chair, if a designee, serves at the pleasure of the Faculty Senate Council for a two-year term, renewable or extendable. In the temporary (single-meeting) absence of the chair, the senate president or the articulation officer shall serve as chair.

8. **Student Representative:**

The ASDVC representative has a voice in all meetings. The representative may vote after attending at least 2/3rds (e.g. 10) of the meetings in a single semester or a total of 14 meetings in an academic year. ASDVC may also ask to have attendance of a single intern understudy recorded in the minutes. For the purposes of committee discussion the intern shall be considered a non-committee observer.

9. Reporting:

The chair of the committee or a designated alternate shall attend Faculty Senate Council meetings and report to the Faculty Senate Council as needed, but not less than once per semester.

10. Changes To These By-Laws:

Changes to the by-laws may be made by 2/3rds majority of the Curriculum Committee membership. Changes are subject to approval by the Faculty Senate Council.

11. Sub-committees:

There will be two Subcommittees:

1. The General Education Subcommittee is a standing committee of the Curriculum Committee. This subcommittee will provide technical review for courses proposed to the Curriculum Committee by divisions to add or delete a course from existing DVC General Education areas. Recommendations will then be made to the Curriculum Committee. This subcommittee will also provide technical review and make recommendations to the department and division regarding General Education at transfer institutions (IGETC and CSU).

2. The Contract Education Subcommittee is a standing committee of the Curriculum Committee. This subcommittee will deal with issues that arise concerning Contract Education.

Absent their own by-laws, the Subcommittee procedures shall be guided by the Curriculum Committee By-Laws. Recommendations for additional sub-committees, task forces, and committees pro-tem may be forwarded to the Faculty Senate Council by a majority vote of the Curriculum Committee members present.

12. Procedure:

Robert's Rules of Order, the most recent edition, shall answer parliamentary questions.