

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 Academic Senate.

2. Goals:

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

3. Meetings:

- a. The committee meets Mondays 2:30 until 4:00 PM, 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 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:

- a. The committee shall oversee the college curriculum process.
- b. The committee shall make recommendations to the vice president of instruction regarding courses and programs, transfer and general education requirements, and other curricular matters. The vice president of instruction shall rely primarily on the advice and judgment of the Curriculum Committee acting in its capacity as a representative of the Academic Senate*

** Pursuant to Board Policy 1009.02, the Governing Board shall rely primarily on the advice and judgment of the Academic 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."*

Historical Annotation:

Adopted: 11/5/96

Revised: 11/11/03

Revised and Approved by Academic Senate Council: 3/22/05, 12/11/18

5. Membership:

- a. Faculty chair as appointed by the Academic Senate president and approved by the Academic Senate Council
- b. One faculty representative from each academic division selected by the area/division and approved by the Academic Senate Council
- c. The Articulation Officer
- d. Senior Dean, Curriculum and Instruction representing the Vice president of Instruction (ex-officio)
- e. Representative from Admissions and Records department (ex-officio)
- f. Program Coordinator, Senior (curriculum) (ex-officio and recording secretary)

6. Duties:

Committee Duties:

- a. Chair
 - i. Comply with all duties of membership
 - ii. Ensure timely dissemination of meeting materials
 - iii. Convene and chair scheduled meetings
 - iv. Provide liaison to the Academic Senate, Faculty Senate Coordinating Council, and Deans and Department Chairs
 - v. Coordinate professional development activities for the committee
 - vi. Attend regional and statewide curriculum meetings
- b. Division representatives
 - i. Attend scheduled meetings
 - ii. Review agenda and related materials prior to scheduled meetings
 - iii. Complete reviews of assigned courses/programs prior to scheduled meetings
 - iv. Request departmental representation at tech review meetings
 - v. Communicate across departments/division regarding curricular matters

The duties of the division representatives delineated above should be detailed in the by-laws of their respective divisions. Additional duties may be assigned at the discretion of the division.

7. Terms of Office:

- a. Chair: The chair serves at the pleasure of the Academic Senate Council for a two-year term. This appointment may be extended by the Academic Senate Council on an annual basis. In the temporary (single-meeting) absence of the chair, the Articulation Officer shall serve as chair.
- b. Division Representatives: Each division representative serves for a minimum two year term. Division representation may be shared between two faculty members – one serving each semester.

8. Voting:

Only members of the committee may cast a vote. An exception is made for the Chair, who votes only in case of a tie. Administrative or classified personnel participating in committee affairs are ex-officio and do not have a vote.

Historical Annotation:

Adopted: 11/5/96

Revised: 11/11/03

Revised and Approved by Academic Senate Council: 3/22/05, 12/11/18

9. Reporting:

The chair of the committee or a designated alternate shall attend Academic Senate Council meetings and report to the Academic Senate Council as needed.

10. Changes To These By-Laws:

Changes to the by-laws may be made by two-thirds majority vote of the Curriculum Committee membership. Changes are subject to approval by the Academic Senate Council.

11. Sub-committees:

Absent their own by-laws, the Subcommittee procedures shall be guided by the Curriculum Committee By-Laws. Recommendations for additional sub-committees, may be forwarded to the Academic Senate Council by a two-thirds majority vote of the Curriculum Committee members present. There will be two standing Subcommittees:

1. Technical Review

The Technical Review Subcommittee is a standing committee of the Curriculum Committee. This subcommittee provides review of the courses and programs submitted to the Curriculum Committee after approval of the representatives, Curriculum Committee pre-check (if required), department, and division but before the full Curriculum Committee approval. The purpose of this review is to ensure Title 5 compliance, appropriate coding, and standardization of the course outlines of record and programs. Membership shall consist of the Curriculum Committee Chair, the Articulation Officer, the Senior Dean, Curriculum and Instruction, and the Program Coordinator, Senior (curriculum). Review is conducted in consultation with a member of the discipline faculty. Recommendation for a course or program to go to the full Curriculum Committee is by consensus.

2. The General Education Subcommittee is a standing committee of the Curriculum Committee. This subcommittee will provide 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 review and make recommendations to the department and division regarding General Education at transfer institutions (IGETC and CSU). Membership shall consist of the Articulation Officer, Curriculum Committee Chair, and three Curriculum Committee Representatives, all of whom may vote.

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