

Curriculum Committee Description

The pages in this document are extracts from the Decision-Making Document that focus on the description of the Curriculum Committee. The Decision-Making Document describes how decisions affecting the entire college are made. It is posted at

<http://www.bakersfieldcollege.edu/collegecouncil/dmtf/index.asp> .

This extract of the Decision-Making Document is from the version dated November 16, 2010 and this file was created October 27, 2011.

Understanding Committees

		FUNCTION
	California Education Code	The body of law that prescribes district and college operational requirements.
	Title 5	The body of administrative regulations approved by the State Board of Governors for the operation of districts and colleges.
	KCCD Board Policy Manual	District-wide policy and procedure directions for the administration of the district/colleges as prescribed by Education Code and Title 5.
	Accrediting Commission for Community and Junior Colleges (ACCJC)	The two-year schools division of WASC
	Western Association of Schools and Colleges (WASC)	One of six regional associations that accredit public and private schools and colleges.
TYPE OF GROUP	District-wide Committees (DC)	Provide advice and recommendations to the Chancellor who designates the chairs of the committees which include representatives from all three colleges and the district office.
	Governance Committees (G)	Have prescribed numbers of representatives from academic, classified and/or administrative staff as well as students. Recommend to College President. Attention to 10 plus 1 items that are to “rely primarily on” the Academic Senate.
	Arm of the Senate (Curriculum Committee)	A standing committee of the Academic Senate that assumes the role and responsibility for a particular portion of the 10 + 1 academic and professional matters. Informs the Senate but recommends and communicates directly with the President or a Vice President of the college.
	CSEA Dual Role	CSEA holds dual roles as an Employee Representation Group and as a classified senate.
	Ad Hoc Committees (AH)	Semi-permanent committees that are activated as needed to organize a specific program or activity.
	Task Force (TF)	Group appointed to research, address or recommend action regarding specific issues facing the college. A tangible product is the outcome of each task force. When the product is completed, the group is disbanded.
	Advisory Committees (Adv)	Usually consists of college staff, students, and members

Name	TYPE	MEMBERSHIP	DEFINITION
CSEA - California School Employees Association – Executive Board	G	Elected	Acts as an employee representation group and provides recommendations on behalf of classified employees on issues that significantly impact classified employees.
Curriculum Committee	G,S	appointed	Oversees all curriculum changes, additions and requirements, makes recommendations to President and seeks Board approval.
EAC - Educational Administrators Council	O	all educational administrators	Coordinates and recommends actions concerning instructional and student services programs and policies to President, Vice Presidents.
Enrollment Management Committee	G	appointed	Establishes process for setting enrollment goals, defining actions to meet the goals, and monitors progress toward achieving them. Reports to President.
EODAC - Equal Opportunity Diversity Advisory Committee	G,S	appointed	Educates and orients the college on diversity issues. Reports to Affirmative Action Officer.
Equivalency	G,S	appointed	Determines if faculty applicants' qualifications are equivalent to the minimum qualifications prescribed in Title 5. Reports to Board of Trustees.
Extended Learning (Distance Education)	G, S	appointed	Reviews courses proposed to be offered by one or more distance learning modalities, reports to Curriculum Committee and Executive Vice President of Academic Affairs and Student Services.
Facilities Planning Subcommittee	G, S	appointed	Reviews and suggests new and improved facilities, infrastructure enhancements, and future learning environments. Recommends to College Council, President.

NAME OF COMMITTEE	<i>CURRICULUM COMMITTEE</i>
COMMITTEE CHARGE	<p>Standing governance committee that functions as a vital subcommittee of the Senate charged with the following:</p> <ul style="list-style-type: none"> • Oversees all curriculum modifications by reviewing, evaluating, and approving (or rejecting) curriculum. In addition to the technical review, committee members look at a variety of items on the COR, such as Student Learning Outcomes, evidence of Critical Thinking, Methods of Instruction, etc. • Evaluates program component revisions, updates, and new program proposals • Develops and implements processes for curriculum and program deletions • Evaluates new proposals for and revisions of certificates of achievement and certificates of job skills • Determines course applicability to certificates and degrees, General Education applicability and transferability • Assesses compliance with curricular requirements such as adherence to Title 5 • Evaluates previously approved curriculum processes and procedures and alignment to the college mission
SCOPE OF AUTHORITY	Faculty have the primary responsibility for curriculum and programs of study. Recommendations for approval go to the Board of Trustees.
REPORTS TO	Reports to Academic Senate President, the Senate Executive Board, the Executive Vice President of Academic Affairs/Student Services, and the Academic Senate
COMMUNICATES WITH	Communicates regular updates through the CurricUNET website, maintaining clear communication channels with the college community.
COMPOSITION	Co-chaired by Exec VP of Academic Affairs/Student Services and faculty representative 2 administrative representatives (non-voting), 23 academic senate representatives (22 department representatives, 1 adjunct), 1 SGA representative

Approved by Academic Senate 11/3/10