

INSTRUCTIONAL ARRANGEMENTS:
INSTRUCTIONAL DEPARTMENTS

ECA-R
(LOCAL)

CURRICULUM
AND INSTRUCTION
COMMITTEE

The college president establishes the Curriculum and Instruction Committee to make its recommendations, suggestions, or reports to the president; the committee shall be responsible to the president.

PURPOSE

The Curriculum and Instruction Committee is organized to facilitate the development and continuing review of the various curricula and the instructional programs of the college.

COMMITTEE
MEMBERSHIP

Organization of the Curriculum and Instruction Committee shall be as follows:

1. The vice president, academic and student affairs, shall serve as permanent chair of the committee.
2. A secretary shall be appointed by the chair.
3. The Dean of Instruction serves as vice-chair and acts in absence of chair.
4. Division chairs and the division chair, B.A.T. program shall serve as members of the committee.
5. The president may appoint a faculty member from any division that does not have a chair to serve on the committee.
6. The director learning services, the faculty assembly president, and the director, library services shall serve as members of the committee.
7. The director, counseling and testing, the director, admissions and registrar, the director, workforce development and partnerships, and the director, community education shall serve as members of the committee.
8. Subcommittees composed of staff and/or faculty members from each of the college instructional areas shall work under the direction and authority of the Curriculum and Instruction Committee.

DUTIES OF
THE OFFICERS

CHAIR

Duties of the chair shall be to:

1. Preside at all meetings.
2. Appoint a secretary.
3. Issue the call for regular and special meetings.
4. Appoint special subcommittees.
5. Ensure that agendas for committee meetings are prepared and distributed.
6. Be a voting member of the committee.

VICE CHAIR

Duties of the vice chair shall be to:

1. Preside in the absence of the chair.
2. Be a voting member of the committee.

SECRETARY

The secretary shall maintain a permanent record of the minutes of all meetings.

RESPONSIBILITIES
OF THE COMMITTEE

The committee shall recommend policies concerning the college's curriculum and instructional program. The committee shall consider additions and deletions to the curriculum and make its recommendation to the college president. The committee shall be responsible for planning instructional improvement programs.

Matters appropriate for consideration by the committee shall include the following items:

1. Program of study (majors).
2. Improvement of instruction.
3. Course design and development.

4. Degree and certificate requirements.
5. Extracurricular activities as they relate to the curriculum.
6. Innovative practices in the instructional program.
7. Interdisciplinary programs.
8. Other matters relative to curriculum and instruction.
9. Study specific problems outside the sphere of curriculum and instruction at the request of the president.

PROCEDURES

REGULAR MEETINGS

The committee shall normally meet once each month of the long term (September through May).

SPECIAL MEETINGS

Special meetings as required may be called by the chair.

SUBCOMMITTEES

The committee may delegate the study of specific items to subcommittees appointed by the chair. All such subcommittees shall report back to the full committee and shall make no recommendations except to the full committee.

RECOMMENDATIONS

Recommendations of the committee shall be prepared by the secretary and presented to the chair and vice chair. After reviewing the recommendations for correctness of statement and other details, the chair and vice chair shall sign the recommendations and the chair shall present them to the president.

PURPOSE OF WORKFORCE EDUCATION CURRICULUM ADVISORY COMMITTEES

The Curriculum Advisory Committees shall advise the college with respect to determining the need for workforce education programs, and in the planning, development, operation, revisions, and evaluation of specific workforce programs.

RESPONSIBILITIES
OF THE COMMITTEE

The primary duty of Curricular Advisory Committees shall be ". . . to advise the college with respect to the needs, planning, development, operation, revisions, and evaluation of the specific program."

The committee may be called on to assist in the formulation and development of recommendations in such areas as:

1. Program needs and analysis.
2. General course content.
3. Student placement.
4. Student recruitment.
5. Community public relations.
6. Equipment and facilities.
7. Program review and evaluations.
8. Community resources.

Recommendations of the committee shall be directed to the college president through the appropriate division chair and dean.

COMPOSITION AND
ORGANIZATION

The committee shall consist of members knowledgeable about the occupational field served by the program. The committee members and the chair shall be appointed by the president.

Organization shall be governed by the following:

1. Secretarial assistance for each committee meeting shall be provided by the division chair.
2. The committee chair shall be responsible for preparation of committee agendas and preparation of minutes of committee meetings. Copies of the minutes of each advisory committee meeting shall be submitted to the members of the committee, the dean, vice president of academic and student affairs, and president.