

Curriculum Committee Charter

Curriculum Committee: The Curriculum Committee, in conjunction with academic executive leadership, establishes curriculum review and approval processes in accordance with the requirements of Arizona Revised Statutes (ARS 15-1410) and according to criteria established by the Higher Learning Commission. Curriculum development procedures, which include all learning outcomes and the assessment of student learning, are described and accessed through the Yavapai College website. All credit curriculum that is developed for the district must be reviewed by the Curriculum Committee and other relevant committees (as applicable, including but not limited to the General Education Committee and the Developmental Education Committee), and academic executive leadership. Courses intended to satisfy general education requirements are reviewed by the General Education committee prior to final approval by the Curriculum Committee. The Committee activities include, but are not limited to, reviewing and recommending approval of all new courses and programs, and proposed deletions or modifications of existing courses and programs.

Committee Rules of Engagement: This is a participatory Governance academic committee and will follow all procedures established by the College Council.

Quorum: A simple majority of voting members is required to vote on curriculum recommendations. A two-thirds majority of voting members are required to vote on the modification of the charter, the creation of by-laws, the creation of standing sub-committees, and any significant procedure changes (e.g., selection of a new curriculum management database).

Elections and Appointments: In the case of committee members who are not designated by specific job title, elections and appointments will be made as follows: Faculty representatives and the Faculty Committee Chair will be elected each spring using the Senate election process. The Faculty Senate representative will be appointed by the Faculty Senate officers. Staff and administrator representatives will be appointed. The Student representative will be appointed by the Student Government Association.

Meeting Schedule: The Curriculum Committee will meet throughout the fall and spring semesters, and in summer as needed. Faculty off-assignment will be paid for their attendance.

Meetings:

- Meeting times and dates will be determined at the beginning of each academic year. See the website for the most up-to-date information. www.yc.edu/curriculum
- Agendas will be distributed 3 business days before each meeting.
- Approved meeting minutes will be finalized and posted on the Curriculum Committee webpage.

Role of General Members: Communicates with constituents to gain feedback on Curriculum meeting minutes and any new or proposed changes. Actively participates in committee operations and projects by attending all meetings, reviewing proposals and other provided materials before the meeting, and tracking communication interactions.

Role of Faculty Representatives: Communicates with constituents (including but not limited to all directly affected faculty, staff with teaching duties, program directors, and program coordinators) to gain feedback on Curriculum meeting minutes and any new or proposed changes. Actively participates in committee operations and projects by attending all meetings, and tracking communication interactions.

Reviews proposals from their academic division for accuracy and completeness, paying special attention to subject matter fields (e.g., course description, course content, program description, program purpose), and “reasoning” and “justification” sections.

Role of Faculty Chairperson: Meets with Committee Sponsor regularly. Leads changes in curriculum procedures to support the process, works with the Curriculum and Articulation Coordinator to distribute meeting times and agendas, facilitates Curriculum Committee meetings, and works with the Curriculum and Articulation Coordinator to distribute meeting notes in a timely manner. Serves on the Curriculum Technical Team.

Role of Technical Team: Serves as a sub-set of the Curriculum Committee to ensure operational efficiency. Reviews individual proposals in preparation for inclusion on a grouped proposal to be moved forward. Each member of the Technical Team will address the section of the proposal that directly relates to their area of expertise. The Technical Team will consist of the Curriculum and Articulation Coordinator, the Curriculum Specialist, the Assessment and Program Review Manager, and the Curriculum Committee Faculty Chair.

Role of Technical Team Member - Curriculum and Articulation Coordinator: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the information submitted aligns with Curriculum policies and procedures. Reviews curriculum and catalog database details and adjusts as necessary.

Role of Technical Team Member - Curriculum Specialist: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the information submitted aligns with Curriculum policies and procedures. Reviews curriculum and catalog database details and adjusts as necessary.

Role of Technical Team Member - Assessment and Program Review Manager: Ensures that the learning outcomes and curriculum maps align with Assessment policies and procedures. Reviews “Required Assessment” information (e.g., specific written word count requirement).

Role of Technical Team Member - Curriculum Committee Faculty Chair: Ensures that all affected faculty and staff (e.g., faculty or staff members that teach in the affected department/discipline/program, faculty or staff with teaching duties who may be required to teach a proposed course, program directors, or coordinators) have been given the opportunity to submit feedback. Verifies Advisory Board meeting minutes and/or articulation documentation are present and relevant. When necessary, assigns course reviews to faculty representatives.

Committee Membership

- Academic executive leadership representative / College Council Executive Leadership Committee Sponsor (ex-officio)
- Chair (Faculty member)
- Curriculum & Articulation Coordinator
- Faculty Representatives: Each Division will provide a minimum of one, but no more than two Faculty representatives. Also, the Faculty Chair, Faculty Senate Representative, and Adjunct Representative can serve in more than one role (i.e., one Faculty member representing both Senate and Division).
 - Division 1 (reports to Associate Vice President of Career and Technical Education)
 - Division 2 (reports to Associate Vice President of Health Sciences)
 - Division 3 (reports to Dean of Business, Professional Programs, Visual & Performing Arts)
 - Division 4 (reports to Dean of the Verde Valley; Dean of English, Humanities & Social Sciences)

- Division 5 (reports to Dean of Science, Math and Technology)

- Faculty Senate President or designee (Faculty member; current member of Faculty Senate)
- Dean of Instructional Support
- Associate Vice President of Student Affairs and Dean of Students
- Registrar
- Assessment and Program Review Manager
- Student Development Enrollment or Retention Advising representative
- Student representative
- Adjunct Faculty representative (Adjunct faculty member)
- Curriculum Specialist (non-voting)
- Scheduling Department representative (non-voting)
- Financial Aid representative (non-voting)
- Library representative (non-voting)

Website link: www.yc.edu/curriculum