

CURRICULUM COMMITTEE CO-CHAIR JOB DESCRIPTION

Committee Responsibilities

- Ensure the review/update of new and existing courses and programs.
- Plan committee agendas.
- Conduct committee meetings every other Thursday afternoon from 2:30 p.m. – 4:00 p.m.
- Oversee committee minutes.
- Train/update curriculum members for curriculum committee responsibilities.
- Oversee and coordinate activities of curriculum subcommittees/teams.

Senate Responsibilities

- Attend Academic Senate Executive Board and Academic Senate meetings every Wednesday afternoon from 3:30 p.m. – 5:00 p.m.
- Interact with the Academic Senate President regarding curriculum issues.
- Prepare and give reports to the Academic Senate Executive Board and Academic Senate.

Campus/District Responsibilities

- Assist faculty in the development of new and revised curriculum.
- Train faculty in curriculum issues and policies including conducting flex training and open office hours the first week of each semester.
- Communicate curriculum concerns and actions between faculty and administration.
- Stay abreast of current information regarding changing curriculum practices, methods, and legal responsibilities.
- Serve on and coordinate with related college committees.

The Curriculum Committee Co-chairs should:

- have a campus-wide view regarding curriculum.
- have the skills and patience of a technician in dealing with curricular detail yet keep foremost in mind the setting and implementation of policy.
- be able to work effectively and positively with a wide variety of people.
- be able to work effectively with the requirements of Title V and AB 1725.
- be prepared to suggest how current procedures of the Curriculum Committee can be improved.
- ~~see the position as one that~~ represents the views of the faculty and the Senate.

*Changes included updating formatting to identify Styles (e.g. Title & Headings) and added periods at the end of each item.