

CURRICULUM COMMITTEE CO-CHAIR JOB DESCRIPTION

Committee Responsibilities

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

Senate Responsibilities

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

Campus/District Responsibilities

- a) Assist faculty in the development of new and revised curriculum
- b) Train faculty in curriculum issues and policies including conducting flex training and open office hours the first week of each semester
- c) Communicate curriculum concerns and actions between faculty and administration
- d) Stay abreast of current information regarding changing curriculum practices, methods, and legal responsibilities
- e) 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.