CURRICULUM COMMITTEE CO-CHAIR JOB DESCRIPTION

Committee responsibilities
a. Ensure the review/update of new and existing courses and programs
b. Plan committee agendas
c. Conduct committee meetings
d. Oversee committee minutes
e. Train/update curriculum members for curriculum committee responsibilities
f. Oversee and coordinate activities of Curriculum subcommittees

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 Academic Senate President regarding curriculum issues
c. Prepare and give reports to the Academic Senate

Campus/District Responsibilities
a. Assist faculty in development of new curriculum
b. Train faculty in curriculum issues and policies
c. Communicate curriculum concerns and actions between faculty and administration
d. Stay abreast of current information of changing curriculum practices, methods and legal responsibilities
e. Serve on and coordinate with related college committees.

The Curriculum Committee Co-chair 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