

## **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