

## **Curriculum Committee Bylaws**

### **I. Name:**

The name of this Governance Committee is the **Curriculum Committee**.

### **II. Purpose:**

The Curriculum Committee is responsible for the following:

- To review new academic programs and recommend for approval
- To review current academic programs and recommend for discontinuation
- To consider changes to existing academic programs and recommend for approval
- To review new courses and changes in course numbers, titles, descriptions, credit hours, and prerequisites and recommend for approval
- To review policies and procedures related to degree requirements for all college certificates, diplomas and degrees and recommend for approval
- To report through the Vice President for Academic Affairs and Chief Academic Officer

### **III. Membership and Terms of Office:**

- A. As a governing body of TCC, the Curriculum Committee will make every attempt to reflect our diverse population when comprising our membership.
- B. Representatives from the teaching faculty are elected college-wide by discipline groups as aggregated below. Counselors, library representatives, and academic deans are elected college-wide by their peers. The classified staff representative is elected by the Classified Association. Up to three teaching faculty members may be appointed for a one-year term by the PAPC to ensure equitable representation from the four campuses.
- C. Each voting member elected by his/her constituency group shall serve a two-year term, with 50% overlap from year to year. An additional two year term may be served if the member desires, by signifying their willingness to do so annually after their first term during the membership drive. A total of four years may be served consecutively. If a member should step down from the committee prior to the end of his or her term, a replacement shall be appointed by the Committee Chair to serve out the remainder of the term. At the end of the term, the replacement will be eligible for election to serve a subsequent two-year term.

D. Members may be re-elected or re-appointed after one year off the Committee.

E. Elections will be conducted to fill committee vacancies and results reported to the Chair prior to the April meeting each year.

**Faculty Representatives:**

<b>Number of Representatives</b>	<b>Domain</b>	<b>Disciplines Represented</b>
1	Art and Design	ART, CRF, IDS, PHT
1	Business Management	ACC, ACQ, AST, BUS, FIN, HRI, HRT, LGL, MKT, REA
1	Communication	CST (Speech), ESL
<b>Number of Representatives</b>	<b>Domain</b>	<b>Disciplines Represented</b>
1	Developmental English	ENF1, ENF2, ENF3
1	Developmental Mathematics	MTE1, MTE2, MTE3, MTE4, MTE5, MTE6, MTE7, MTE8, MTE9, MTT1, MTT2, MTT3, MTT4
1	Engineering Technology	ARC, CIV, CAD, EGR, ETR
1	English	ENG
1	Health Professions	DIT, DMS, EMS, HIM, HIT, HLT, MDA, MDL, NUR, OCT, PSG, PTH, RAD, RTH
2*	Humanities/Fine Arts	ART (History), ART (Studio), CST (Theatre), HUM, Languages (CHI, FRE, GER, JPN, RUS, SPA), MUS, PHI, REL
2*	Industrial Technology	AIR, AUT, ARO, BLD, DSL, ELE, ENE, ENV, IND, INS, MAC, MAR, MEC, SAF, TRK, WEL
1	Information Systems Technology	GIS, ITD, ITE, ITN, ITP, CSC
1	Mathematics	MTH
1	Natural Sciences	BIO, CHM, ENV, GOL, NAS, PHY, VET
1	Public Services	ADJ, ASL/INT, CHD, EDU, FNS, FST, HMS, PED, PBS
2*	Social Sciences	ECO, GEO, HIS, PLS, PSY, SOC, SSC

**Academic Administrators:**

Number of Representatives	Domain	Disciplines Represented
2	Academic Deans	Transfer Programs
		Career and Technical Programs

**Student Services and Learning Resources:**

Number of Representatives	Domain
2	Full-Time Counselors
1	Full-Time Librarian

**Classified Staff:**

Number of Representatives	Domain
1	Full-Time Classified Employee

**PAPC Appointees:**

Number of Representatives	Domain
0 to 3	PAPC appointees (teaching faculty)

**24 – 27 Voting Members (Total)**

**Ex-Officio Members (Non-voting):**

Associate Vice President for Academics
Former Committee Chair
Dean's Course Review Committee Member
Workforce Solutions

\* Representatives must be from two different disciplines.

**Note:** SDV is represented through the Counselors.

#### **IV. Voting**

- A. Voting members include all teaching faculty, academic deans, counselors, LRC representatives, and classified staff elected by the various constituency groups represented on the Committee, and any members appointed by the PAPC. Ex-Officio members are not eligible to vote.
  
- B. All Committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present. In the case of time sensitive action items that are discussed when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on a virtual vote will be binding provided the number of votes received constitutes a quorum.

#### **V. Election of Officers**

- A. The Curriculum Committee shall elect officers during the regularly scheduled meeting in April for the upcoming academic year.
- B. The term of office for Committee officers shall be one year. From July to June.

#### **VI. Officers:** The three officers of the Curriculum Committee shall consist of the Chair, the Vice Chair, and the Recorder.

- A. The Chair of the Curriculum Committee shall:
  - 1. Secure a meeting room and call regular meetings once a month, excluding May, July, August, and December.
  - 2. Create an agenda for each meeting using the template provided by the PAPC.
  - 3. Distribute agenda, backup materials, and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting.
  - 4. Preside over meetings.
  - 5. Designate the Vice Chair to preside over the meeting in his/her absence. If the Vice Chair is unavailable, the Associate Vice President for Academics shall appoint a substitute Chair for that specific meeting.
  - 6. Provide reports to the PAPC and to the Vice President for Academic Affairs and Chief Academic Officer in accordance with the governance timeline.
  - 7. Attend PAPC meetings.
  - 8. Share with the Committee motions passed by the PAPC and report comments back to the PAPC Chair within the 30 day comment period.
  - 9. Verify that the Committee's web postings are accurate and up-to-date.

10. Report upcoming openings on the committee to the PAPC Chair by February 15.
11. Hold elections for the committee officers during the April meeting.
12. Report Committee membership election results for the upcoming year to PAPC by May 1.

B. The Vice Chair of the Curriculum Committee shall:

1. Assume the chair's responsibilities in the absence of the chair.

C. The Recorder shall:

1. Take accurate minutes (including attendance records) of each committee meeting.
2. Submit draft of minutes to Committee Chair no less than 10 days prior to the meetings using the template provided by the PAPC.
3. Ensure and verify electronic posting of approved minutes.
4. Track membership rotation and report to the Committee Chair before February 15.
5. Perform other official duties in consultation with the Chair.

## **VII. Meetings:**

- A. The Curriculum Committee will meet the third Thursday of every month at 2:00 PM, unless otherwise specified.
- B. The Chair, in consultation with Ex-Officio members, may call additional meetings as required to be held at a time and a place agreed upon by the membership during a regularly scheduled meeting. The Chair shall notify all members by email of the time set for the extra meeting.
- C. A Quorum, defined as 50% or more of the total voting membership, is required for a vote on any action items presented to the Committee.
- D. Prior to, or in conjunction with the first meeting in the Fall semester, new Committee members are required to participate in a training workshop on academic policies and procedures relevant to the work of the Committee.

## **VIII. Attendance:**

- A. Members of the Curriculum Committee are expected to attend all meetings scheduled to conduct the Committee's business.

- B. If a member misses three or more regularly scheduled meetings without a valid excuse, he or she shall be removed from the Committee. A replacement may be appointed by the Committee Chair to serve out the remainder of the term.

**IX. Subcommittees:**

The Chair, at his/her discretion in consultation with Ex-Officio members, may appoint ad hoc subcommittees as required to carry out the Committee's charge.

**X. Amendments:**

Amendments to these Bylaws must be proposed and lodged at a regularly scheduled meeting and are subject to a 2/3 majority vote of the voting membership at the next regularly scheduled meeting for which a quorum is present.

Revision approved by PAPC 12-09-2016