

a) **Voting Members**

- 2 Faculty from each Academic Division
- 2 Faculty from the Student Services Division
- 1 Librarian (may also serve as a division representative, but will only have one vote)
- Articulation Officer

b) **Non-Voting Members**

- Curriculum Chair (votes only in case of a tie; see below for more information)
- Vice President of Academic Services
- All Academic Division Deans
- 2 ASLPC Representatives
- Student Services Division Deans
- Student Records Evaluator (attends as needed)
- Curriculum & Scheduling Specialist (attends as needed)
- Curriculum and SLO Specialist (acts as secretary of the Committee)

c) **Term**

It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency, in order to preserve valuable expertise amongst the Committee members. In order to develop curriculum expertise amongst all faculty members, it is important to bring new members onto the Committee within any two-year cycle.

The term of office for the position of Curriculum Chair is two years. The Chair may serve for more than one term, and may serve consecutive terms.

4. **Meeting Days and Time**

The Committee meets on the first and third Mondays, and fifth Mondays as needed, of each month from 2:30 to 4:30pm.

C. COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

1. **Committee Chair (Curriculum Technical Review Chair)**

- Attend Educational Support Services meetings on the third Friday of every month at the Chabot/Las Positas Community College District offices.
- Attend Academic Senate meetings one Wednesday each month, sometimes to report only, but frequently to participate in the entire meeting
- Attend the Curriculum Institute once per year
- Attend regional trainings in curriculum sponsored by the Academic Senate of California

Community Colleges, usually two times per year

- Meet with Faculty, Deans, Division Curriculum Reps, Curriculum Specialist, CurricUNET Lead, and Academic Senate President as needed
- Meet with Vice President of Academic Services prior to each Committee meeting to review upcoming agenda
- Set agenda for each Committee meeting, including involving other faculty, staff and administrators in discussions when needed. The Curriculum Chair also determines which curriculum proposals are ready for the agenda
- Help coordinate District-wide curriculum solutions through the Educational Support Services
- Guide the Committee in strategizing solutions to changes in curriculum law, policy, and regulation as determined by the California State Legislature, the Board of Governors of the California Community Colleges, and the State Chancellor's Office
- Engage the College community in philosophical and practical discussions on how to serve students through curriculum solutions that conform to State expectations and are at the same time consistent with Las Positas College core values
- Facilitate campus response to the continuing legal, procedural, and policy changes resulting from the Student Success Task Force in so far as they relate to Curriculum
- Continue refinement of the CurricUNET process with the help of the Curriculum Specialist
- Complete specific roles in CurricUNET
 - Technical review
 - Submit as approved once the Committee has voted approval
 - Check hold for process 1 and 2

2. Division Technical Review Chair

- Review curriculum proposals on agenda
- Vote on curriculum proposals on agenda if committee member
- Complete specific role in CurricUNET
 - Technical review

3. Faculty

- Review curriculum proposals on agenda
- Vote on curriculum proposals on agenda

4. Librarian

- Review curriculum proposals on agenda
- Complete specific role in CurricUNET
 - Technical review focusing on textbook and library resources section

5. Articulation Officer

- Review curriculum proposals on agenda
- Submit and track course outlines for transfer pathways
- Submit and track course outlines for C-ID approval
- Contact faculty about C-ID and transfer pathway status
- Assist faculty in identifying transfer pathways for courses and ADT's
- Assist faculty in creating ADT's
- Provide necessary transfer/articulation related documents for ADT's
- Complete specific role in CurricUNET
 - Technical review of curriculum proposal specifically as it pertains to transfer pathways including effective date, textbook dates, and comparable courses identified, etc.

6. Curriculum Specialist

- Maintains the college curriculum and corresponding databases by coordination and tracking the curriculum-related documents from development via CurricUNET through the Board and Chancellor's office approval as required. Verifies information and inputs appropriate local, state, and federal codes.
- Maintains current knowledge of state regulations regarding curriculum issues; attends regional meetings and workshops related to curriculum as requested. Serves on committees as assigned.
- Serves as liaison and technical resource to the Committee; assists in the preparation of the agenda and materials, assists in the development of timelines, updates curriculum and academic program websites; attends curriculum meetings and takes minutes; posts approved minutes on website.
- In coordination with the Curriculum Chair and Vice-President of Academic Services, interprets, explains and disseminates Title V regulations to the Curriculum Committee, Division Deans, and Vice President of Academic Services.
- Reviews and edits curriculum documents as appropriate; reviews course outlines to ensure compliance of District Board policies and state curriculum regulations.
- Coordinates with Vice-President of Academic Services and Curriculum Chair for training and assisting administrators, faculty and others with the use of CurricUNET, completing curriculum proposals for the college and state processes.
- Assists with the preparation, review and updating of the on-line and hardcopy publications of the Las Positas College Catalog and Curriculum Committee Handbook.
- In coordination with the Vice-President of Academic Services and the Curriculum Chair, produces various reports as required by state agencies, administrators, faculty and others regarding courses and classes offered by the College.
- Maintains database files of College COR's; provides copies to students, faculty and staff as requested.
- Performs related duties as assigned.
- Works with GoverNET to represent interests of the College to the Vendor, as well as to coordinate faculty training opportunities with changes and additions to the software (CurricUNET)