

Luna Community College

Curriculum Committee Policies and Procedures

RESPONSIBILITIES OF THE LCC CURRICULUM COMMITTEE:

The Curriculum Committee is a standing committee of Faculty Senate and Luna Community College. The Curriculum Committee's mission is to promote educational quality, foster shared governance, and improve communication across departments.

The specific responsibilities of the Curriculum Committee are to:

Create and recommend all new curricula.

Review and recommend all proposed changes in existing curriculum.

Forward all recommendations and actions, with appropriate signatures, to VP of Instruction for approval. Upon approval from VP, the recommendations or actions will then be forwarded to Faculty Senate for appropriate action.

COMPOSITION OF THE CURRICULUM COMMITTEE

The composition of the Curriculum Committee shall be as follows:

A full-time faculty member, representing each department, and the school Registrar shall serve as the Curriculum Committee

Committee members shall be made up of three components: Faculty, Registrar, and Members Ex-officio.

Faculty: One voting member from each of the following department:

- a) STEM
- b) School of Business
- c) Humanities
- d) Allied Health/Nursing
- e) Trades & Vocational Studies
- f) Education
- g) Registrar (Permanent Member)

Members Ex-officio: (non-voting members)

Vice President of Instruction

Academic Directors

Student Services Directors

Note: All college faculty, staff, administrators, and students are encouraged to attend the meetings and may participate as non-voting members.

SELECTION OF MEMBERS OF THE CURRICULUM COMMITTEE

A. Faculty members are asked to volunteer. In the case of a resignation or vacancy, the faculty senate members shall nominate/elect members to Curriculum Committee.

B. Membership appointments are for two years. The Registrar is a permanent member of the Curriculum Committee.

C. The Chairperson of the Curriculum Committee shall be elected by the members of Faculty Senate.

PROCEDURAL GUIDELINES OF THE CURRICULUM COMMITTEE

Procedural guidelines shall be as follows:

The Curriculum Committee business shall be governed by Robert's Rules of Order.

A written notice of each meeting along with all relevant paperwork shall be provided at least one week in advance of the meeting.

A recording secretary shall record the meetings and provide, within the week in which the meeting was held, a written record of Curriculum Committee meetings. The Administrative Assistant to the Vice President of Instruction will serve as the recording secretary.

PROCEDURE TO PROCESS CURRICULUM CHANGES:

Proposals for additions, changes or deletions to courses or programs shall be initiated by faculty and the Department Director.

The Department Director shall review proposals to include but not limited to: course title, course description, rationale for course or programs, course objectives, assignments, and course outlines before submission to Curriculum Committee.

The Curriculum Committee shall also serve as the Technical Review and evaluate proposals for correct technical form and completeness.

If minor changes are required, they are outlined and returned to the respective department.

The Curriculum meeting Agenda shall be distributed to all LCC employees by Curriculum secretary at least one week prior to the meeting.

VOTING PROCEDURES OF THE CURRICULUM COMMITTEE

Voting by Curriculum Committee members shall be conducted as follows:

Each voting member of the Curriculum Committee shall have one vote. If a voting member is absent, an alternate member with a signed proxy may vote (***The voting membership consist of the six faculty members and the school Registrar.***)

Voice votes shall ordinarily be the method of recording decisions. However, special circumstances may demand that individual votes of members be counted either by show of hands or by secret ballot.

A quorum shall exist when one over half of the Curriculum Committee membership is in attendance. The committee chairperson must be in attendance.

RESPONSIBILITIES OF THE CURRICULUM CHAIRPERSON:

The responsibilities of the Curriculum Chairperson shall be as follows:

Conduct meetings (Fall and Spring).

Assist faculty with Curriculum proposals and procedures.

Develop Curriculum Committee meeting schedules

Plan and implement training/review sessions for Curriculum committee members, Academic Directors, and faculty on curriculum procedures and issues

Review and approve meeting agendas, minutes of the Curriculum Committee meetings

Attend LCC Faculty Senate meetings and report on Curriculum proceedings.

PROCEDURES FOR AMENDING POLICIES OF THE CURRICULUM COMMITTEE

Amendments to these Policies and Procedures shall be governed by the following guidelines:

Proposed amendments shall accompany written announcements of meetings, or they shall be brought to the attention of the Curriculum Committee members at a regular meeting under new business.

Proposed amendments shall be written specifically and accurately. They must be signed by at least two Curriculum Committee members. Copies shall be made available to all Curriculum Committee members.

Proposed amendments must be approved by a majority vote of the Curriculum Committee members.

Amendments shall be subject to the review of the Vice President of Instruction and the President of the College.

Approved by LCC Faculty Senate- Dec 9, 2017