CURRICULAR ISSUES COMMITTEE GUIDELINES

The college is required by the State of Oregon to have a local curriculum committee to review program designs to ensure that all local, accreditation and state requirements are met, and that the program outcomes are targeted to the current needs of students and employers.

The Curricular Issues Committee (CIC) will review and approve all new or revised courses and programs, prior to submission for state approval and inclusion in the annual catalog. The Academic Affairs office will provide guidelines, timelines, and support for the work of the committee and will assure that the committee is aligned with state and accreditation requirements for college curriculum.

The Curricular Issues Committee serves as a recommending body to the Chief Academic Officer, however at times, when broader topics or issues are brought before Curricular Issues, the committee may bring these to the Academic Affairs Council for further discussion and assistance in developing a recommendation.

PURPOSE

- Review program designs to ensure that all local, accreditation and state requirements are met and that the program outcomes are targeted to the current needs of students and employers.

- In association with the Academic Affairs Office, define and communicate processes to be used in developing or modifying the college's curricula.

- Recommend the approval of specific courses to meet specific general education or related instruction requirements of the college's various degrees and certificates.

- Review new or revised elective courses (those credit courses that may not be used to fulfill any specific general education or program requirement) for the purpose of meeting state and accreditation requirements, information sharing and comment. The committee will have limited recommendation authority for courses used only as electives. Primary authority for these courses resides within instructional divisions.

- Review new or revised program courses (those courses that may fulfill program requirements) for the purpose of meeting state and accreditation requirements, information sharing and comment. The committee will have limited recommendation authority for courses used to meet program requirements. Primary authority for these courses resides within instructional divisions.

- Maintain an active communication link with Academic Affairs Council (AAC) through direct participation with the Academic Affairs Council Executive Committee (AACEC).
• At the request of the Chief Academic Officer:

• Review and make recommendations regarding the development or revision of general education requirements for the college's various degrees and certificates.

• Recommend criteria to be used in identifying courses which may be applied to the general education requirements of the college's various degrees and certificates.

• Provide feedback and guidance on institutional initiatives that are related to or impact curriculum

LEADERSHIP

The committee Chair will be selected from among the faculty members. It is recommended that the Chair have at least one year of experience as a member of this committee.

MEETINGS

Regular meetings will be held October through May. Special meetings may be called by the Chair as needed.

COMMUNICATIONS

Deadline for agenda items will be five (5) days prior to the meeting. The agenda will be compiled by the Chair in cooperation with the Dean of Instruction.

MEMBERSHIP

The faculty members will be appointed by the Dean/Director in consultation with Department Chairs. The Chief Academic Officer will appoint administrative and student members. Faculty appointments will be for two years and staggered so that experienced members will always be serving.

18 Voting members:

4 faculty CTE Programs (minimum 1 from Healthcare)
1 faculty Developmental Studies
2 faculty Writing or Communication
1 faculty Mathematics
1 faculty Health & Human Performance
2 faculty Arts, Social Science or Humanities
1 faculty Business (transfer)
2 faculty Sciences
1 faculty Counseling
2 faculty At Large (from any teaching discipline)
1 student

6 Resource members (nonvoting):

Dean of Instruction
Curriculum Office (2)
Director, Enrollment Services
Transcript Evaluator
Academic Dean (rotate each year)

VOTING/CONSENSUS SEEKING

Action by the committee will occur when at least 50 percent of the regular members are present. A regular member may be represented by a substitute whose vote will be counted but no absentee votes shall be counted. The committee may discuss matters and recommend action when a quorum is not present, however, such action must be formally ratified at a subsequent meeting when a quorum is present.

SUBCOMMITTEES

Subcommittees may be appointed by the Chair when deemed appropriate and may consist of committee members and other individuals.