

Curriculum Committee Charter

Curriculum Committee: The Curriculum Committee, in conjunction with the Vice President of Academic Affairs, establishes curriculum review and approval processes in accordance with the requirements of Arizona Revised Statutes (ARS 15-1410) and according to criteria established by the Higher Learning Commission. Curriculum development procedures, which include all learning outcomes and the assessment of student learning, are described and accessed through the Yavapai College web site. All credit curriculum that is developed for the district must be reviewed by the Curriculum Committee, and other relevant committees (as applicable, including but not limited to the General Education Committee and the Developmental Education Committee) and the Vice President of Academic Affairs. Courses intended to satisfy general education requirements are reviewed by the General Education committee prior to final approval by the Curriculum Committee. The Committee activities include, but are not limited to, reviewing and recommending approval of all new courses and programs, proposed deletions or modifications of existing courses and programs.

Committee Rules of Engagement: This is a participatory Governance academic committee and will follow all procedures established by the College Council.

Quorum: A simple majority of voting members is required to vote on curriculum recommendations. A two-thirds majority of voting members are required to vote on the modification of charter, the creation of by-laws, the creation of standing sub-committees, and any significant procedure changes (e.g., selection of a new curriculum management database).

Meeting Schedule: The Curriculum Committee will meet throughout the fall and spring semesters, and in summer as needed. Faculty off-assignment will be paid for their attendance.

Meetings:

- Meeting times and dates will be determined at the beginning of each academic year. See website for most up-to-date information. www.yc.edu/curriculum
- Agendas will be distributed 3 business days before each meeting.
- Meeting minutes will be finalized and posted on the Curriculum Committee webpage within 2 business days.

Role of General Members: Communicates with constituents to gain feedback on Curriculum meeting minutes, and any new or proposed changes. Actively participates in committee operations and projects by attending all meetings, reviewing proposals before the meeting, and tracking communication interactions. May present information during Assessment Day and Progression Day.

Role of Faculty Representatives: Communicates with constituents (including but not limited to all directly affected faculty, staff with teaching duties, program directors, and program coordinators) to gain feedback on Curriculum meeting minutes, and any new or proposed changes. Actively participates in committee operations and projects by attending all meetings, and tracking communication interactions. Reviews proposals from

their School for accuracy and completeness, paying special attention to subject matter fields (e.g., course description, course content, program description, program purpose), and “reasoning” and “justification” sections. Assists in the planning and facilitation of Assessment Day and Progression Day.

Role of Faculty Chairperson: Meets with the VP of Academic Affairs or Designee monthly, leads changes in curriculum procedures to support the process,, distributes meeting times and agendas, facilitates Curriculum Committee meetings, and reviews and distributes meeting notes in a timely manner. Serves on the Curriculum Technical Team. Assists in the planning and facilitation of Assessment Day and Progression Day.

Role of Technical Team: Serves as a sub-set of the Curriculum Committee to ensure operational efficiency.

Reviews individual proposals in preparation for inclusion on a grouped proposal to be moved forward. Each member of the Technical Team will address the section of the proposal that directly relates to their area of expertise. The Technical Team will consist of the Curriculum and Articulation Coordinator, the Office of Instruction Business Systems Analyst, the Assessment and Program Review Manager, the Curriculum Committee Faculty Co-Chair, and a Student Development representative.

Role of Technical Team Member - Curriculum and Articulation Coordinator: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the information submitted aligns with Curriculum policies and procedures. Reviews curriculum and catalog database details and adjusts as necessary.

Role of Technical Team Member- Office of Instruction Business Systems Analyst (non-voting): Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the information submitted aligns with Curriculum policies and procedures. Reviews curriculum and catalog database details and adjusts as necessary.

Role of Technical Team Member - Assessment and Program Review Manager: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the learning outcomes and curriculum maps align with Assessment policies and procedures. Reviews “Required Assessment” information (e.g., specific written word count requirement).

Role of Technical Team Member - Curriculum Committee Faculty Co-Chair: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that all affected faculty and staff (e.g., faculty or staff members that teach in the affected department/discipline/program, faculty or staff with teaching duties who may be required to teach a proposed course, program directors or coordinators) have been given the opportunity to submit feedback. Verifies Advisory Board meeting minutes and/or articulation documentation are present and relevant.

Role of Technical Team Member – Scheduling Department representative: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the information submitted aligns with Scheduling Department policies and procedures. Verifies progression plan and teach-out plan viability.

Role of Technical Team Member - Student Development representative: Reviews individual proposals for completeness in preparation for inclusion on a grouped proposal to be moved forward. Ensures that the information submitted aligns with Student Development policies and procedures. Verifies progression plan and teach-out plan viability.

Committee Membership

- Vice President of Academic Affairs or designee, Co- Chair (non-voting)
- Co-Chair (Faculty member)
- Curriculum & Articulation Coordinator (non-voting)
- ARHU Representative (Faculty member)
- ARHU Representative (Faculty member)
- SCEN Representative (Faculty member)
- SCEN Representative (Faculty member)
- CATE Representative (Faculty member)
- CATE Representative (Faculty member)
- BUCS Representative (Faculty member)
- BUCS Representative (Faculty member)
- HEWE Representative (Faculty member)
- HEWE Representative (Faculty member)
- SOSC Representative (Faculty member)
- SOSC Representative (Faculty member)
- Faculty Senate President or designee (Faculty member; current member of Faculty Senate)
- Dean of Instructional Support
- Associate Vice President and Dean of Student Development
- Registrar
- Assessment and Program Review Manager
- Student Development Enrollment or Retention Advisor
- Student (member of SGA)
- Adjunct Faculty Representative (Adjunct faculty member)
- Office of Instruction Business Analyst (non-voting)
- Scheduling Department representative (non-voting)
- Financial Aid representative (non-voting)
- Library representative (non-voting)

Website link: www.yc.edu/curriculum

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