

<p style="text-align: center;"><b>Reedley College Curriculum Committee Operating Agreement</b></p>
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**Purpose:**

- defines local academic and curricular standards
- ensures that local general education and associate degree requirements are appropriate to meet the goals of the College and the needs of students and the communities the College serves
- recommends to the SCCC Board of Trustees approval of new courses and programs
- scrutinizes and approves prerequisites, corequisites, and advisories and their documentation (content review and establishing prerequisites/corequisites)
- recommends to receiving institutions courses and programs for transfer/articulation
- reviews existing curriculum
  - determines the appropriateness of new and revised course or educational program proposals for departments or disciplines
  - ensures that all Career Technical Education (CTE) Course Outlines of Record are updated/reviewed every two years and all other Course Outlines of Record are updated every five years
  - with administration and senate, maintain and carry out other locally defined duties as articulated in SCCC Board Policy, Administrative Regulations, and Reedley College Academic Senate resolutions per agreed upon regulations

**Jurisdiction:**

The Curriculum Committee is a college committee under the jurisdiction of the Academic Senate that coordinates, oversees, and reports on functions and programs common to all Reedley College locations.

**Product:**

Curriculum

**Composition:**

- Academic Senate Vice President for Curriculum (standing chair)
- Curriculum Analyst (non-voting)
- Vice President of Instruction (non-voting) appointed by College President
- 2 Deans of Instruction (non-voting) appointed by College President
- Dean of Student Services (non-voting) appointed by College President
- 2 Academic Senate Representatives as appointed by the Academic Senate President
- 4 Madera/Oakhurst Representatives as appointed by the Madera/Oakhurst Faculty Association
- Articulation Officer
- 10 Reedley College Department Representatives, 1 member appointed by each department
- Developmental Services Representative (appointed by the Director of DSPS)
- Auxiliary Representatives appointed by auxiliary faculty members
- 2 Student Representative as appointed by the ASG President (non-voting)
- Distance Education Coordinator (non-voting)

RC Curriculum Committee approved 9/14/2017  
RC Academic Senate approved 10/10/2017  
College Council accepted 10/18/2017  
RC Curriculum Committee Review Fall 2018  
Acknowledged by College Council 10/17/2018

The committee will elect a Vice Chair from the membership of the committee to assist and support the Chair and run meetings if the chair is unavailable.

The committee consists of 19 faculty members, 4 administrators, 1 classified member and 2 students.

Faculty members serve for a term of 2 years.

**Meetings Schedule:**

Weekly during the academic year, Thursdays from 3:00 to 5:00 p.m.

**Quorum:**

Majority of members present and the majority of those counted for quorum must be faculty members. Vacant positions and non-voting members, and students do not affect quorum.

**Vote via Email**

Vote via email will be called when appropriate. Results of the vote will be recorded in the minutes.

**Operating Procedures**

*Senate Responsibility for Curriculum*

The governing board of each community college district shall:

"Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibilities in the areas of curriculum and academic standards [California Education Code, § 70902 (b) (7)]."

Title 5 of the California Code of Regulations [§ 55002 (a) (1)] includes the following provisions regarding Curriculum Committees:

1. Every college or district must have one.
2. The committee must be either a committee of the Senate or a Committee, including faculty, mutually agreeable to College and Senate.
3. The committee makes recommendations on curriculum (including compliance of courses with state standards) directly to the local governing board through the district Educational Coordinating and Planning Committee (ECPC).
4. The committee must comply with shared governance requirements. This means, on curriculum issues, that the college must consult collegially in accordance with the Shared Governance Policy of the Board of Trustees.

*Curriculum Committee Duties*

Mandated Duties:

1. Review new and existing courses to determine that they:
  - a) Meet standards for quality and for establishing prerequisites as defined in Title 5, Division 6, Chapter 6 of the California Code of Regulations;

- b) Meet intersegmental expectations for submission to IGETC, CSU-GE, or UC;
  - c) Qualify as a CSU Elective; and
  - d) Include documentation of prerequisites, corequisites, and advisories according to current Title 5 language, to be voted on separately from course outlines.
- 2. Provide recommendations regarding programs and program changes.
  - 3. Maintain curriculum webpage with links located on the main Reedley College webpage. Course outlines, forms, meeting agendas, and minutes can be found on the webpage that is updated by the Curriculum Analyst.

**Reedley College Strategic Directions:**

- 1. Excellence in Education
- 2. Institutional Effectiveness
- 3. Leadership in Higher Education and Community Collaboration
- 4. Accreditation of Madera Community College Center

**Subcommittees:**

***Technical Review Committee***

Technical Review for curriculum is the responsibility of the division/departmental representative with assistance from the Curriculum Chair and Curriculum Analyst.