

## **Modesto Junior College Curriculum Committee**

### **A. Charter**

The Curriculum Committee, a standing committee of the Academic Senate and college, makes recommendations to the Yosemite Community College District Board regarding:

- New courses and programs
- Modifications to existing courses and programs
- Program Graduation requirements

The Curriculum Committee charge also includes these academic and professional matters as identified in Education Code 53200(c):

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree, certificate, and skills recognition award requirements
- Education program development
- Distance Education
- Standards on student preparation

### **B. Meetings**

Meetings are held from 2:40 to 5:00 p.m. on the second and fourth Tuesday of each month during academic year. Organization specifics will be determined by committee co-chairs. Curriculum co-chairs have the ability to call a special meeting under extenuating circumstances.

### **C. Membership**

#### **Co-chairs:**

Faculty Co-Chair (elected by committee/ex-officio/non-voting)  
Academic Senate Vice President (ex-officio/non-voting)

#### **Members:**

Vice President of Instruction (ex-officio/non-voting)  
Curriculum Process Specialist (ex-officio/non-voting)  
Associate Students of Modesto Junior College appointee (ex-officio/non-voting)  
Evaluations Representative (ex-officio/non-voting)  
Deans' Cabinet Representative (ex-officio/non-voting)  
Dean of Matriculation and Admissions  
Articulation Officer (faculty)  
Community and Workforce Development Representative (elected by Community and Workforce Development)

#### **Faculty Representative by division based on the following criteria:**

a. If a division has greater than or equal to 25 full time faculty members and greater than or equal to 100 courses, the division shall have two representatives, elected by and with duties delineated by the division.

b. If a division does not meet both conditions above, then the division shall have one representative, elected by the division.

*Note: As curriculum is an area in which the Board primarily relies upon faculty, representation by faculty is preferable to administrative representation whenever possible.*

These faculty representatives are appointed by their divisions in the following manner:

- Agriculture and Environmental Sciences
- Allied Health
- Arts, Humanities and Communications (2)
- Business and Behavioral and Social Sciences (2)
- Counseling
- Family and Consumer Sciences
- Library and Learning Center
- Literature and Language Arts (2)
- Science, Mathematics, and Engineering (2)
- PE/Recreation and Health Education
- Public Safety
- Student Services
- Technical Education

#### **D. Terms**

1. The faculty co-chair shall serve a two-year term, staggered with that of the Academic Senate Vice President. Nominations for the election of the faculty co-chair shall take place at the second to last Curriculum Committee meeting of the spring semester. If there are at least two nominated persons, the election shall take place at the last Curriculum Committee meeting of the spring semester. If only one person is nominated, the election may take place at the second to last or the last Curriculum Committee meeting of the spring semester.

2. Certified members and the student representative shall be selected by their constituencies in democratic fashion. The representatives' names and a description of the method of selection shall be forwarded to the Curriculum Specialist at least one week prior to the first Curriculum Committee meeting of each academic year.

#### **E. Support**

The Curriculum Committee Co-Chairs will work with the Instruction Office to facilitate curricular decisions.

#### **F. Self-Evaluation**

The Curriculum Committee will complete a self-evaluation every five years and the findings will be presented to the Academic Senate.

Curriculum Self-Evaluation Schedule: Spring Semester 2016, 2021, 2026, etc.