

Curriculum Committee Member Role

1. Attend monthly meetings during fall and spring semesters

- a. Attendance is critical to avoid unnecessary delays in approving curriculum as a quorum (half membership count +1) is needed in order to conduct committee business
- b. If unable to attend meeting it is a committee member's responsibility to arrange a designee to represent their program and attend on their behalf, as well as to inform both the Curriculum Chair and Curriculum Analyst of the absence and who will attend in their place

2. Prior to meeting

- a. Review meeting handouts prior to the meeting, with priority given to curriculum and supporting curriculum documents
 - i. Meeting handouts are distributed via email the week prior to the meeting

3. During the meeting

- a. Review and approval of prior month's meeting minutes
- b. Review and approval of current draft meeting agenda
 - i. Proposals for revising the agenda are submitted when agenda is presented for review and motion (e.g. request to add, remove, or move an agenda item)
 - ii. Includes all curriculum item(s) which a committee member would like to request removed from the agenda
- c. Program representative or proxy review and vote on curriculum
- d. Program representative or faculty member(s) who drafted the curriculum presents the curriculum to the committee
 - i. Presentations include but are not limited to:
 - 1. Brief summary of curriculum, including need/justification
 - a. e.g., How does the curriculum meet students' needs? Who is this planned to serve (existing students, new cohort of students)? Does the curriculum improve on serving student group(s)? Does the curriculum support diversity, inclusivity and equity?
 - 2. For CTE (short-term vocational) curriculum, a brief summary of labor market information (LMI) data
- e. Review (and approve as appropriate) Old Business and New Business Items
- f. Provide any updates on planned curriculum (new, revisions, deactivations) for your program area (See Proposed Actions in Cultural Curriculum Audit/Curriculum Equity Project)

4. During academic year (fall and spring)

- a. Committee reviews and updates as necessary committee resources, guidelines and other committee documents to maintain currency

Notes:

- The Curriculum Committee is open to the public, guests are welcomed.
- If a curriculum committee program representative is aware a member from their department is planning to attend to address an agenda item or to request an agenda item, advance notice is requested (email Curriculum Committee Chair and Curriculum Analyst, refer to Committee Roster: <https://sdcce.edu/organization/instructional-services/curriculum>).
- Guest participation in meeting discussions is welcomed and encouraged.