

CLOVER PARK TECHNICAL COLLEGE

Curriculum Committee

Bylaws

The Office of the President established the Curriculum Committee in April 1994.

I. **Mission Statement**

It is the mission of the Clover Park Technical College Curriculum Committee to: review instructional issues, approve curricular offerings of the College, and make recommendations as to compliance with the vision mission, and goals of the college thereby preserving institutional integrity.

II. **Purpose**

- A. Review all instructional programs and courses to ensure:
- Relevance to the college mission
 - Courses numbered 100 and above are at college level
 - Compliance with major competency changes as defined by the Northwest Commission for Schools and Colleges Accrediting body
 - Assessment processes are clearly defined, encompass all offerings, are conducted on a regular basis, and are integrated into the overall planning and evaluation plan.
 - Learning outcomes for all degree and certificate programs are identified and published.
- B. Review all course outlines to ensure that all required elements are included and properly formatted.
- C. Serve as a forum for discussion of instructional issues.
- D. Make recommendations related to instructional standards.

III. **Meetings**

The Committee shall conduct meetings on the second Tuesday of each month. If the work of the Committee dictates, the Chair or Vice President for Instruction may call additional meetings.

IV. **Membership**

- A. Committee membership shall consist of the Vice President for Instruction, Instructional Deans, Faculty Representatives, Student Services Representative, Committee on Learning Assessment (COLA) Chair, and the Registrar. To maintain balance between faculty and non-faculty each instructional division shall have at least 2 faculty representatives. The Coding & Scheduling Specialist will attend meetings to record new offerings and respond to questions related to course coding.

Length of Terms

- Terms for Instructional Deans, the Registrar and the Vice President for Instruction shall be perpetual.
- Terms for other committee members shall be 2 years.
- One half (50 percent) of the faculty representatives will be rotated annually.
- Other members shall be designated by the Vice President for Instruction and be rotated as deemed necessary.
- Faculty membership shall be determined by election within individual divisions. Elections are to be held not later than April 7th of the appropriate rotation year. To effect a smooth transition, the newly elected faculty representative will begin attending committee meetings in May along with the current representative and will officially assume responsibility at the following July meeting.
- In the event a faculty position becomes vacant, the Committee Chair in conjunction with the appropriate Dean, will appoint a faculty member from that division to complete the remaining term.

B. Removal from the Committee:

Voluntary removal will be by submission of a letter of resignation to the Chair stating the reasons for the resignation. Involuntary removal will take a two-thirds vote of the membership in attendance. Criteria for removal include, but are not limited to, non-attendance and non-participation.

C. Role of Committee Members

All committee members are expected to:

- Regularly attend meetings
- Serve on sub-committees
- Bring course outlines forward for approval as submitted by members of their divisions or departments
- Recommend agenda items for the Committee to address
- Actively participate in the work of the Committee.

V. Voting Rights

All committee members have voting rights with the exception of the Coding and Scheduling specialist.

VI. Election of Committee Chair

- A. The Committee Chair will be elected by the voting membership from the committee at large and will alternate between members of different instructional divisions.
- B. The term of office for the Committee Chair shall be 2 years, commencing in July of even-numbered years.
- C. Elections for the Committee Chair will take place in April. This will enable the Chair to work with the outgoing Chair from April to July to affect a smoother transition of leadership.

VII. Committee Chair Responsibilities

- A. It will be the duty of the Chair to:
 - Preside over meetings
 - Coordinate committee activities with the Vice President For Instruction
 - Perform such other duties as ordinarily pertain to this position
- B. In the event the Chair is unavailable to preside over a committee meeting(s), the Vice President for Instruction will assume the responsibility.

VIII. Recording Secretary

- A. The Recording Secretary will be responsible for maintaining and distributing minutes of all Curriculum Committee meetings. Minutes should be disseminated no later than one week prior to the next committee meeting.
- B. The Recording Secretary will be the support person/administrative assistant from the department from which the Committee Chair is a member. The term of office for the Recording Secretary shall be identical to that of the Committee Chair.

IX. Committees

- A. To carry out the purposes of the Curriculum Committee as described in Section II, sub-committees may be formed. The sub-committees may be either “standing committees,” appointed for a definite period of time; or “special committees,” appointed for a special purpose.
- B. The Committee on Learning Assessment (COLA) is designated as a standing committee of Curriculum Committee. COLA assists in providing evidence that assessment activities lead to the improvement of teaching and learning in all instructional programs. COLA is responsible for carrying out outcomes and assessment work as directed by the Curriculum Committee and for making ongoing assessment recommendations to the Curriculum Committee.
- C. The elected chair of COLA is an active faculty representative of Curriculum Committee. The chair makes regular assessment reports at Curriculum Committee meetings and assists in the coordination of instructional assessment activities.

X. Amendments to the By-Laws

Amendments to this charter shall be submitted in writing to the Committee and must be approved by two-thirds of the voting members in attendance. The vote on the amendments will be taken at the meeting following the date of submission.

XI. Rules of Order

The current edition of Robert’s Rules of Order shall govern all actions of this Committee that are not governed by this charter.

Date adopted June 8th, 1999
REVISED: 5/14/02