



#### CHARTER DATA

<b>COMMITTEE/COUNCIL, TASKFORCE NAME:</b>	Curriculum Committee
<b>CHAIRPERSON:</b>	Kristin Stockbridge / John Ireland
<b>DATE ADOPTED:</b>	02.06.23
<b>DATE LAST REVIEWED:</b>	02.06.23

*A committee/council/taskforce charter describes the committee's purpose, scope of authority, specific responsibilities, membership composition, meeting frequency, and accountabilities. All committees are formally chartered by the College's Leadership Council, is accountable to the same, providing quarterly written updates. A charter may be concluded at any time if its form and function is no longer viable and/or required.*

#### **Mission/Purpose:**

*Provide a brief statement of the mission and/or vision for this committee.*

The Curriculum Committee ensures the academic integrity and currency of all credit courses, all degrees and certificates.

#### **Authority & Objectives:**

*List in bulleted format the scope of authority and responsibilities of the Committee.*

- Committee membership includes representatives from each academic department, key student support administrators, academic deans, and Vice President of Diversity, Inclusion & Belonging (or appointee); therefore, internal accountability exists to make decisions that support the academic integrity of the College's programs.
- The committee objectives are as follows:
  - Works with the Assessment, Pathways, and Equity Committees to oversee New Course / Course Review process.
    - i. Approves new and revised courses.
    - ii. Reviews all credit courses for currency, academic integrity, viability and assessment of GEOs.
  - Works with the Assessment, Pathways, and Equity Committees to oversee New Program / Program Review process.
    - i. Approves new and revised degrees and certificates, encouraging cooperation across disciplines. Ensures material is reviewed and supported by appropriate committees.
    - ii. Reviews bachelor and associate degrees for currency, academic integrity, viability and completion and assessment of GEO's.
    - iii. Reviews certificates for currency, academic integrity and viability.
  - Develops and manages the process for curriculum approval of credit courses, degrees and certificates.
  - Mediates curriculum-related conflicts if they arise.
  - Facilitates workshops on curriculum-related issues and process (e.g., course review).
  - Communicates Curriculum Committee processes and decisions to the College community.
  - Oversees currency of Course Review Schedule.
  - Oversees currency and updates Lead Faculty list as needed.
  - Assists with other curriculum-related issues as appropriate.

**Agenda, Minutes & Reporting:**

*Provide information on who will provide administrative support and develop the meeting agendas. Provide a list of what will be recorded in the meeting minutes and who is responsible for recording and sharing, and where.*

The *Instructional & Adjunct Faculty Coordinator* will provide administrative support and develop the meeting agendas in conjunction with the Chair. Meeting minutes of action items will be recorded and shared upon request.

The annual goals are presented to Academic Council early in the fall semester and progress on them is reported to the same body after spring semester.

**Deliverables:**

*Provide information on the expected outcomes of the committee over the next 12 month period.*

- Continue new Course Review process pilot in collaboration with other committees involved.
- Evaluate and/or update current Program Change and New Program Proposal forms.
- Provide support to faculty in relation to course review and other curriculum processes.
- Annual progress report.
- Review and update membership.

**Meeting Frequency:**

*Provide information on how often the Committee will convene and when.*

- Regular Meetings: Committee will meet the first and third Monday of each month at 3:00pm through Fall and Spring semesters with the exception of break weeks or holidays.
- Special Meetings: As requested/required to complete the work of the committee. Meetings may empower ad-hoc work groups of a portion of the committee to meet specific task or project requirements.
- Attendance at Meetings: Members will receive meeting packets by noon on Thursday prior to the Monday meeting so that everyone can attend meetings prepared for business. Regular attendance is expected. Members not able to attend should make advanced arrangements to provide feedback or to address completion of assignments. If a member expects to miss a meeting, a departmental member may be selected to serve as proxy for that meeting.

**Membership:**

*List Committee representatives; include key areas/functions. Include information on how often and when Committee members will be confirmed, and how often changes in membership are made.*

Faculty Membership: must be equal to or greater than the administration membership. Representative from each department including a representative from the Assessment Committee. Faculty members are recommended by Department Chairs and appointed by the Academic Deans. Faculty members serve three-year terms with staggered replacement for continuity (no more than one third of the faculty members will rotate off at one time). The Dean may reappoint members for additional terms.

Administration Membership: those responsible for the academic integrity of the college. They include the Academic Deans and Vice President for Instruction. Appropriate stakeholders for Student Services and Vice President of Diversity, Inclusion & Belonging (or appointee) are ex-officio members.

### **Roles and Responsibilities**

- A. Chairperson: With assistance of the Co-Chairperson, prepares and approves the agenda, runs the meeting and maintains order; serves as the point of contact for the committee; is accountable for representing the committee and making reports on behalf of the committee. The Chairperson is a voting member of the committee. Selected by consensus of the existing chairperson, academic deans, and committee members and serves a two-year term. The Chair will serve as a mentor for the Co-Chairperson who will take the lead after the two-year term.
- B. Co-Chairperson: Assists and supports the Chairperson with the preparation of all meeting materials. Attends all meetings and serves as the Chairperson in the Chair's absence. The Co-Chairperson will be the point person for all sub-committees. They will be elected and serve a four year term: two years as Co-Chairperson and two years as Chairperson.
  - a. **Election Process**: The Co-Chairperson recommendations will be made by the voting members of the Curriculum Committee in attendance and two-thirds majority is required to elect an incoming Co-Chairperson.
- C. Recorder: The recorder is a neutral servant of the committee. The recorder shall capture discussions, problem solving and planning of the committee in an unbiased manner and shall prepare minutes following each meeting. The recorder is not a voting member of the committee.
- D. Member: Members are expected to be fully engaged participants of planning, problem solving, and decision making. Members are also responsible for sharing all information with their departments and understanding the implications of any curriculum or course changes.

### **Contact:**

*Please direct any questions regarding the committee to:*

Dr. Kristin Stockbridge. [kstockbridge@iccm.edu](mailto:kstockbridge@iccm.edu)