

## **Attachment: Purpose Statement:**

Standing Committee:

### **CURRICULUM**

Sponsor: Al Konuwa  
Co-Chair: Al Konuwa  
Co-Chair: Brandi Asmus  
Recorder: Jennifer Gibson

#### Committee Purpose:

The Curriculum Committee is a standing committee established by the Academic Senate. It is responsible for ensuring the quality, currency, and planning of the curriculum of the Woodland Community College. The committee is responsible for reviewing and recommending for approval course proposals, general education/associate degree requirements, and course prerequisites. The committee plays a leadership role in recommending the future direction of the educational program and curricula offerings of Woodland Community College. Membership is designed to ensure representation across Woodland Community College and its centers (Colusa and Clear Lake), including members representing all divisions and counseling.

In specific, the Curriculum Committee serves the following purposes:

1. Serve as the body to ensure the quality, consistency, integrity, and feasibility of the college curriculum.
2. Serves as the body that ensures that general education/associate degree requirements are appropriate to meet the goals of the college and the needs of students and the communities the college serves. Establishes and reviews general education and associate degree requirements and policies. Determines unit requirements, distribution, and changes for general education and graduation.
3. Recommends standards or guidelines for appropriateness of new course or educational program proposals for departments or disciplines. Determines duplication or overlap of courses. Determines technology and learning resources for traditional and distributive education course needs. Evaluates new degree and certificate program proposals.
4. Develops procedures for determining and reviewing prerequisites, co-requisites, grading policies, and advisories. Reviews multiple measures and legislation affecting placement in courses.
5. Reviews remediation needs and develops policies to meet these needs.
6. Works closely with the colleges' articulation efforts to ensure articulation with high schools, colleges, and universities.
7. Reviews and recommends approval of non-credit and non-degree applicable courses.
8. Supports student success by providing a mechanism to identify faculty teaching methods and student learning styles. Takes into consideration and makes recommendations as to how to address multi-cultural issues in the curriculum.
9. Assists in the program review and educational master planning processes. Reviews internal and external data on local, state, and national trends and makes appropriate curricula recommendations.
10. Assesses educational resources to support curricula offerings and development.
11. Recommends faculty training needs to the FLEX Committee.

12. Establishes and monitors the work of subcommittees necessary to perform any of the aforementioned tasks. Provides time on meeting agendas for reports of each subcommittee established.

Special Guidelines, Parameters, and/or Resources:

1. The Board of Trustees, via Board Policy 2510, has agreed to rely primarily on the Academic Senate in the areas of (a) curriculum; (b) degree and certificate requirements; and (c) grading policies; and to reach mutual agreement with the Academic Senate in the areas of (a) educational program development; (b) standards or policies regarding students' preparation and success; (c) district and college governance structures as related to faculty roles; (d) faculty roles and involvement in accreditation process, including self-study and annual reports; (e) policies for faculty professional development activities; (f) processes for program review; (g) processes for institutional planning and budget development; (h) processes for institutional planning and budget development, and other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate. The Academic Senate has delegated partial responsibility in many of these areas to the Curriculum Committee but retains oversight rights to ensure compliance.
2. Agenda to be distributed 3 days in advance of the meeting.
3. Minutes to be distributed 5 days following each meeting.
4. Input and/or representation will be obtained from learning resources, distributive education, counseling, and technology services.
5. Committee members will come prepared for each meeting and will have completed any assignments necessary to move the business of the meeting toward completion.
6. An Academic Senate faculty appointee and the Vice President of Instruction and Learning Resources shall serve as co-chairs of the committee.
7. The co-chairs of the Curriculum Committee and the President of the Academic Senate shall establish and request appointments to subcommittees.

Meeting Schedule:

Second and fourth Friday of each month during the Fall and Spring semesters, from 10:00am-12:00pm.

How Work Is Communicated:

Agendas and minutes posted to the Woodland Community College web page

Recommendations Go To:

1. Academic Senate
2. Educational Master Plan
3. College Council
4. Program Review Validation Team

CURRICULUM COMMITTEE  
(A subcommittee of the Academic Senate)

**Membership**

<b>Position</b>	<b>Term</b>	<b>Name</b>
Administrative Co-Chair	Ongoing	Al Konuwa
Faculty Co-Chair		Brandi Asmus
<b>Managers</b>		
Dean, Instruction and Learning Services	Ongoing	Monica Chahal
<b>Faculty</b>		
Career Technical Education	Fall 2015 – Spring 2018	Donna McGill-Cameron
Fine Arts, Language Arts, Humanities	Fall 2014 – Spring 2017	Christopher Howerton
Social Science	Fall 2013 – Spring 2016	Nili Kirschner
Student Services/Counselor	Fall 2015 – Spring 2018	Juana Ruiz
Mathematics & Science	Fall 2012 – Spring 2016	Jennifer McCabe
<b>Resources</b>		
District Office Instructional Services	Ongoing	Lani Aguinaldo
Academic Senate Liaison	Ongoing	Donna McGill-Cameron
Accreditation	Ongoing	Julie Brown
Dean of Student Success	Ongoing	Vacant
Office of Instruction		Joan Penning
Office of Vice President		Jennifer Gibson