Kaua‘i Community College

Curriculum Committee Guidelines

**Revised October 15, 2010**

**Relation to the Faculty Senate**

The Curriculum Committee is a sub-committee of the Faculty Senate

**Composition**

The curriculum Committee will consist of representatives from the Business Education, Health Education, Language, Arts, and Humanities, Science and Mathematics, and Trade Technology Divisions; a counselor from Student Services; a coordinator from the Office of Continuing Education and Training; a representative from Academic Support; and a representative from ASUH-KCC. These members will have voting rights.

The Curriculum Committee will also include the Vice Chancellor for Academic Affairs (VCAA), the Educational Specialist from the VCAA’s Office, the Registrar, and the Writing Intensive Coordinator. As ex-officio members of the committee, they will not have voting rights.

Recommendations for additional Curriculum Committee members will be forwarded to the Faculty Senate for approval.

**Committee Leadership**

**Selection of co-Chairs:**

The Curriculum Committee will elect two co-chairs. One co-chair will represent Liberal Arts divisions and the other will represent Career and Technical Education divisions. Members of Student Services, Academic Support, OCET, or any other division with voting rights on the committee may be nominated in either Liberal Arts or Career and Technical Education. However, at least one of the co-chairs must be a member of the teaching faculty. Co-chairs do not serve as voting representatives of their division. Therefore the division will send a voting representative in this case.

**Terms and Election Schedules:**

Co-chairs are elected for two-year terms. The Liberal Arts and Career and Technical Education co-chairs are elected in alternating years. The elections should take place before the Fall Semester schedule is finalized because teaching equivalence credits are involved. The academic year 2010-2011 serves as the first two-year term for Liberal Arts and the year 2011-2012 serves as the first two-year term for Career and Technical Education.

**Teaching Equivalence Credits**

The Curriculum Committee recommends to the administration that each co-chair shall have three credits of teaching equivalence each semester. However, the number of credits to be granted is determined by the administration.

**Conduction of Meetings**

The co-chairs will determine which one will preside at meetings. The co-chair presiding at the meeting does not vote.

**Voting**

All division representatives vote. When a co-chair’s division cannot send an additional member to serve as a representative, the co-chair may become the division representative and vote. This exception must be approved by the voting members of the committee.

In the event of a tie vote, the non-presiding co-chair will vote to break the tie. This responsibility passes to the presiding co-chair only if the non-presiding co-chair is serving as a division representative due to the exception discussed above.

**Duties of the co-Chairs**

One of the co-chairs will represent the committee on the College Council and at other appropriate events. One of the co-chairs will also be the chair of the Foundations Board.

The co-chairs will submit an annual report to the Faculty Senate Executive Committee by the end of the academic school year but no later than the first Faculty Senate meeting of the new academic school year.

**Quorum**

A quorum will be a majority of the voting committee members.

**Operating Procedures**

The role of the Curriculum Committee is to oversee matters pertaining to curriculum. As such, the Curriculum Committee:

1. at the course level
   1. provides instructions to the faculty on how to prepare a Course Action Form (CAF) for new courses, course modifications, and course reviews;
   2. reviews and approves CAFs for new courses, course modifications, and course reviews;

NOTE: It is the instructor’s and division’s responsibility to 1) fill out the CAF as accurately and completely as possible (including checking for grammar, spelling, and punctuation errors) and 2) follow through with the corrections in a timely manner.

The Curriculum Committee’s responsibility is to check to see if all the questions in the new CAF were answered correctly, including but not limited to prerequisites, how the course fits in the program, division, campus, system, etc.

* 1. Reviews status of curriculum; and
     1. inactive courses
     2. current courses

Beginning in Fall 2005 and each subsequent year thereafter, the divisions will decide the order and move 20% of each division’s courses to the new CAF.

After all the courses are moved to the new CAF, beginning in Fall 2010, 20% of each division’s courses must be reviewed. The divisions will determine which courses will be reviewed each year, so long as all course are reviewed over a five-year cycle. If nothing has changed, only the cover sheet needs to be completed to assure that review has taken place. If there are changes, a new CAF needs to be completed.

Each discipline will review its own courses, ensuring he accuracy of the core outlines, their academic rigor and integrity, and the continued articulation of the courses with system colleges, if applicable.

If the course to be reviewed needs no modification, the division will notify the Curriculum Committee in writing that the course needs no modification.

If the course under review needs to be modified, normal processes for course modification will be completed that semester. The division representative will present the course changes.

* 1. deletes courses

1. at the program level
   1. reviews and approves new programs and program changes;
   2. reviews and approves program stop outs and terminations of programs; and
   3. reviews degrees and certificates from campus and system perspectives
2. in general
   1. looks at campus wide pedagogical directions;
   2. recommends professional development related to curriculum and pedagogy;
   3. provides input on catalog and website relative to curriculum;
   4. annually reviews the operating procedures, goals, and actions of the Curriculum Committee; and
   5. meets with the appropriate committees to
      1. review curriculum procedures relative to data and assessment
      2. look at the Assessment Committee’s directions

**Deadlines for Program Action Requests and/or Course Action Forms**

The current Curriculum Committee will determine the deadline for Program Action Requests and/or CAFs for the Fall semester and the Spring Semester. The reason for the deadline is to insure that the Program Action Requests and/or CAFs are approved, scheduled, entered into Banner, and submitted to the printer in a timely manner.

**Support to the Committee**

The Vice Chancellor for Academic Affairs’ Office will provide clerical support to the committee including secretarial support pertaining to committee meetings and the maintenance of records for programs and courses.

The maintenance of records for programs and courses may include but not limited to CAFs, Program Action Requests, and course syllabi.

1. CAFs and Program Action Requests

The VCAA’s Office will file the originals of the CAFs and Program Action Requests since they are the only official course and program documents. Division Clerk Stenos also maintain a file of CAFs for their division. Please see the Division Clerk Steno if you need to review the course history.

1. Course Syllabi

The course syllabi will be used for the following purposes:

* + 1. to meet the request from other colleges for a particular course when a student seeks to transfer;
    2. to give to new faculty so that they can use models to assist them in their own course syllabus; and
    3. to be available on the College’s website in the near future.

The VCAA’s Office also maintains the course syllabi by semesters. Instructors are asked to submit their course syllabi electronically each semester to the VCAA’s secretary. Instructors should also submit the syllabi to their Division Clerk Steno, who will maintain a separate division file of course information.