

By-Laws
Curriculum Committee

- Name: The name of the committee shall be the Curriculum Committee. This Committee shall be a standing committee of the Academic Senate.
- II. Goals: The primary goal of this committee shall be to oversee curriculum to sustain quality instruction and standards.
- III. Purpose: The Curriculum Committee shall have jurisdiction over all phases in the development, modification, and updating of the curriculum at Gavilan College. The Committee shall have jurisdiction over the transfer General Education Patterns in compliance with CSU and UC mandates. The Committee shall also have jurisdiction over non-transfer General Education Patterns.
- The review of the curricula by the Committee may result in a recommendation for curricular additions, deletions or modifications to the Senate.
- IV. Meetings. The Curriculum Committee shall meet twice each month. Special meetings may also be convened by the Chairperson. Meeting dates and times shall be established by the committee.
- V. Procedures:
1. Roberts Rules of Order, revised, shall govern the Committee in the decision-making process.
 2. The chairperson, with the assistance of the Curriculum Specialist, shall be responsible for setting and distributing the agenda. This shall be done as far in advance of regular meetings as possible.
 3. Guidelines to be followed when submitting requests for new courses, modifications, or deletions appear in the Curriculum Guide.
 4. Proposals given final approval by the Curriculum Committee and/or

Senate shall be submitted to the VP of Instruction and the President/Superintendent for their recommendations. The proposals will then be sent to the District Board for action. Items of policy significance (e.g., program proposals, general education issues) shall first receive the approval of the academic senate before being submitted. Upon a majority vote of a quorum of the curriculum committee, any matter before the committee may be submitted to the academic senate prior to submission. By majority vote of the academic senate, any matter put before the curriculum committee for decision may be called before the academic senate for a final decision.

5. Minutes of the Committee meetings shall be the responsibility of the Chairperson and will be available to the Academic Senate for review.

6. The District shall provide departmental assistant/minutes recorder support to the Curriculum Committee.

VI. Criteria: Criteria to be considered when evaluating curriculum: (not in order of priority)

1. Carnegie Unit criteria.
2. Appropriate degree of academic rigor related to objective.
3. Capital and instructional costs, availability of facilities.
4. Availability of faculty.
5. Course within the catalog that is supportive or duplicative of the courses presented.
6. Student needs.
7. Relationship to curricular patterns.
8. Needs of the community.
9. Appropriate to an educational institution.
10. Legal requirements.

VII. Membership:

1. Academic Senate Representative (Chair)
2. Department Chairs (a department chair may designate a representative from his/her department)
3. Vice President of Instruction
4. Dean of Career Technical Education
5. Dean of Liberal Arts & Sciences
6. Student Representative
7. Articulation Officer - May already be a voting member as Dept. Chair or as representative of department. If Articulation Officer is also

a Dept. Chair or Curriculum Committee member, s/he may have only one vote.

8. Director of Admissions and Records (ex officio)

9. If Chairperson is also a department chair or curriculum committee member, they have only one vote.

10. The Chairperson has one of two voting options. (Per Roberts rules of Order.) They can vote only to break ties OR they can vote on each item as a representative of their department. Whichever option the chair selects, it must be on a yearly basis.

VIII. Amendments: Amendments to the bylaws may be proposed by the majority vote of the voting membership.