

INSTRUCTIONAL ARRANGEMENTS:  
INSTRUCTIONAL DEPARTMENTS

ECA-R  
(LOCAL)

CURRICULUM  
AND INSTRUCTION  
COMMITTEE

The college president establishes the Curriculum and Instruction Committee to make its recommendations, suggestions, or reports to the president; the committee shall be responsible to the president.

PURPOSE

The Curriculum and Instruction Committee is organized to facilitate the development and continuing review of the various curricula and the instructional programs of the college.

COMMITTEE  
MEMBERSHIP

Organization of the Curriculum and Instruction Committee shall be as follows:

1. The vice president, academic and student affairs, shall serve as permanent chair of the committee as an ex-officio (non-voting) member.
2. A secretary shall be appointed by the chair.
3. A faculty member elected by committee serves as vice-chair and acts in absence of chair. This position is a one year appointment.
4. Division chairs shall serve as voting members of the committee.
5. The president may appoint a faculty member from any division that does not have a chair to serve on the committee.
6. The faculty assembly president, shall serve as a voting member of the committee.
7. The director, counseling and testing, the registrar, the director of library and learning services, and the director of community education shall serve as ex-officio (non-voting) members of the committee.
8. A minimum of one faculty member from each instructional division will serve as a voting member of the committee and will be appointed by the chair of division represented. Subcommittees composed of staff and/or faculty members from each of the college instructional areas shall work under the direction and authority of the Curriculum and Instruction Committee.

9. Deans and Executive Directors will serve as ex-officio (non-voting) members of the committee.

DUTIES OF  
THE OFFICERS

CHAIR

Duties of the chair shall be to:

1. Preside at all meetings.
2. Appoint a secretary.
3. Issue the call for regular and special meetings.
4. Appoint special subcommittees.
5. Ensure that agendas for committee meetings are prepared and distributed.

VICE CHAIR

Duties of the vice chair shall be to:

1. Preside in the absence of the chair.
2. Be a voting member of the committee.

SECRETARY

The secretary shall maintain a permanent record of the minutes of all meetings.

RESPONSIBILITIES  
OF THE COMMITTEE

The committee shall recommend policies concerning the college's curriculum and instructional program. The committee shall consider additions and deletions to the curriculum and make its recommendation to the college president. The committee shall be responsible for planning instructional improvement programs.

Matters appropriate for consideration by the committee shall include the following items:

1. Program of study (majors).
2. Improvement of instruction.

3. Degree and certificate requirements.
4. Other matters relative to curriculum.
5. Study specific problems outside the sphere of curriculum and instruction at the request of the president.

#### PROCEDURES

##### REGULAR MEETINGS

The committee shall normally meet once each month. If a faculty member is not on contract during summer meetings, a faculty appointed designee may serve in the members stead until the member reumes schedule for following year contract.

##### SPECIAL MEETINGS

Special meetings as required may be called by the chair.

#### SUBCOMMITTEES

The committee may delegate the study of specific items to subcommittees appointed by the chair. All such subcommittees shall report back to the full committee and shall make no recommendations except to the full committee.

**RECOMMENDATIONS** Recommendations of the committee shall be prepared by the secretary and presented to the chair and vice chair. After reviewing the recommendations for correctness of statement and other details, the chair and vice chair shall sign the recommendations and the chair shall present them to the president.

#### PURPOSE OF WORKFORCE EDUCATION CURRICULUM ADVISORY COMMITTEES

The Curriculum Advisory Committees shall advise the college with respect to determining the need for workforce education programs, and in the planning, development, operation, revisions, and evaluation of specific workforce programs.

RESPONSIBILITIES OF THE COMMITTEE      The primary duty of Curricular Advisory Committees shall be ". . . to advise the college with respect to the needs, planning, development, operation, revisions, and evaluation of the specific program."

The committee may be called on to assist in the formulation and development of recommendations in such areas as:

1. Program needs and analysis.
2. General course content.
3. Student placement.
4. Student recruitment.
5. Community public relations.
6. Equipment and facilities.
7. Program review and evaluations.
8. Community resources.

Recommendations of the committee shall be directed to the college president through the appropriate division chair and dean.

COMPOSITION AND ORGANIZATION      The committee shall consist of members knowledgeable about the occupational field served by the program. The committee members and the chair shall be appointed by the president.

Organization shall be governed by the following:

1. Secretarial assistance for each committee meeting shall be provided by the division chair.
2. The program chair shall serve as co-chair alongside the industry appointed chair of the committee and shall be responsible for preparation of committee agendas and preparation of minutes of committee meetings. Copies of the minutes of each advisory committee meeting shall be submitted to the members of the committee, the instructional dean responsible for the program, the Dean of Health and Industrial Technology, Vice President of Academic and Student Affairs, and the President.