

## CURRICULUM COMMITTEE OPERATING AGREEMENT 2024-2025

<b>Committee Purpose</b>		
<p>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 Woodland Community College. The committee is responsible for reviewing and recommending for approval course, certificate, and degree proposals, and general education/graduation requirements. 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 all Woodland Community College campuses and its' centers, including members representing all divisions and counseling.</p>		
<b>Meets District Goal/College Strategic Direction</b>		
<ol style="list-style-type: none"> <li>1. Increase student success and maximize the student experience through andragogy, curriculum and well-aligned student services programs designed to enhance student learning and completion.</li> <li>2. We will foster diversity, equity, and inclusion by providing support structures, access, as well as reviewing our current processes to ensure equitable outcomes.</li> <li>3. Commit to community partnerships and relationships and being actively involved in the local communities we serve.</li> </ol>		
<b>Meets Accreditation Standard</b>		
Standard 2: Student Success		
<b>Committee Norms</b>		
Committee will follow norms established by WCC Academic Senate		
<b>Member</b>	<b>Position</b>	<b>Term</b>
Kathy Sorensen	Administrative Co-Chair	Ongoing
Brandi Asmus	Faculty Co-Chair 1	Fall 2022 – Spring 2025
Nili Kirschner	Faculty Co-Chair 2	Fall 2023 – Spring 2026
Sandy Fowler & Shannon Reed	Instructional Dean	Ongoing
Candice Stafford Banks	Career Technical Education Faculty	Fall 2024 – Spring 2027
Jessica Aggrey	Fine Arts, Language Arts, Humanities	Fall 2023 – Spring 2026
Nili Kirschner	Social Science	Fall 2023 – Spring 2026
Aracely Ruiz	Student Services / Counseling (Faculty)	Fall 2024 – Spring 2027
Lorell Cooke	Student Services / Counseling (Faculty)	Fall 2022 – Spring 2025
Lewis Felver	Mathematics & Science	Fall 2022 – Spring 2025
Lani Aguinaldo	District Office Instructional Services	Ongoing
<b>Resources:</b>		
Vacant	Student Services Representative (Classified or Management)	Ongoing 2-year Fall 2023 – Spring 2025
Raminder Bains	Office of Instruction	Ongoing
Marisa Diaz-Jimenez	Office of the Vice President of Instruction	Ongoing
Betsy Allen	Distance Education Chair or designee	Ongoing
Guillermo Duenas Arroyo	ASWCC Student Designee	1 year term

<b>Meeting Schedule</b>
<p>2<sup>nd</sup> and 4<sup>th</sup> Friday* of each month during the Fall/Spring semesters, 10-12pm            *Occasional exceptions for holidays            Special meetings may be held outside of regular meetings, and will comply with the Brown Act.</p>
<b>Quorum</b>
<p>Quorum is more than half of voting members present (5 out of 8), plus at least one faculty co-chair.</p>
<b>Voting</b>
<p>Faculty and staff members have one vote on action items.            Faculty Co-chairs only vote to break a tie.            If co-chair also serves as division representative, then they may vote in that capacity.            Administration members collectively have one vote.</p>
<b>Deliverables</b>
<ol style="list-style-type: none"> <li>1. Serve as the body to ensure the quality, consistency, integrity, and feasibility of the college curriculum, including distance education (DE) addenda and Student Learning Outcome (SLO) review.</li> <li>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.</li> <li>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.</li> <li>4. Develops procedures for determining and reviewing prerequisites, co-requisites, grading policies, and advisories. Reviews multiple measures and legislation affecting placement in courses.</li> <li>5. Reviews remediation needs and develops policies to meet these needs.</li> <li>6. Works closely with the colleges' articulation efforts to ensure articulation with high schools, colleges, and universities.</li> <li>7. Reviews and recommends approval of non-credit and non-degree applicable courses.</li> <li>8. Ensure compliance of the COR, and a review of instructional methods for diversity, equity, inclusion, accessibility and anti-racism across the curriculum.</li> <li>9. Assists in the program review, educational master planning processes, and review of DE addenda and SLOs. Reviews internal and external data on local, state, and national trends and makes appropriate curricula recommendations.</li> <li>10. Assesses educational resources to support curricula offerings and development.</li> <li>11. Recommends faculty training needs to the FLEX Committee.</li> <li>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.</li> <li>13. Promote increased use of OER</li> </ol>
<b>Operating Procedures</b>
<ol style="list-style-type: none"> <li>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</li> </ol>

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. Input and/or representation will be obtained from learning resources, distributive education, counseling, and technology services.
3. Committee members will come prepared for each meeting and will have completed any assignments necessary to move the business of the meeting toward completion.
4. Division representatives shall have temporary access in the curriculum management system to disciplines in their division that lack full-time faculty to assist adjunct discipline faculty in the curriculum development process.
5. Two Academic Senate faculty appointees and the Vice President shall serve as co-chairs of the committee. They are non-voting members with the following exceptions: A faculty co-chair who also serves as a division representative may vote, and in the event of a tie, one faculty co-chair may vote to break the tie.
6. The co-chairs of the Curriculum Committee and the President of the Academic Senate shall establish and request appointments to subcommittees.

#### **Recommendations**

1. Board of Trustees through Academic Senate
2. PIE (Program Institutional Effectiveness)

#### **College Communications**

- Agendas to be distributed college-wide 3 days in advance of the meeting; approved minutes to be distributed college-wide 5 days following approval.
- Agendas, approved minutes, are posted on YCCD Board Docs
- Operating agreement, local policies and resources are posted on the WCC Academic Senate Website. <https://wcc.yccd.edu/about/committees/academic-senate/committee-participation/>

#### **Council**

A standing group of experts, defined by a purpose statement, charged with reviewing specific organizational operations and reporting recommendations back to the authoritative body.

#### **Subcommittee**

A subset of standing committee; members organized for a specific operation that may or may not be time-bound.

#### **Task Force**

A selected group of experts charged by a standing committee or council to carry out a specific time-bound activity.

#### **Work Group**

A standing group usually appointed/approved by an authoritative body to carry out a specific project or event unrelated to College governance.



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