

The Curriculum Chair position is robust and includes required membership on several committees. The role of the Curriculum chair goes beyond the facilitation of meetings. In fact, this role is a faculty lead position. The general duties, roles, and memberships have been outlined and are provided below for consideration.

All interested faculty are encouraged to submit a letter of interest. This is a great opportunity to use leadership skills, support a core component of the 10+1 faculty purview, and support faculty with all curriculum-related processes.

- **Letter Submission Deadline:** Monday, March 7, 2022, at 5:00 pm
- **Voting:** Senate meeting on Wednesday, March 16, 2022
- **Beginning of Term:** Fall 2022
- **Reassigned Time:** .58

Duties of Curriculum Co-Chair

- Facilitate the development of course and program proposals with appropriate Faculty
- Review all course and program proposals and content review proposals for compliance
- Provide guidance and meet with Faculty on curricular related issues
- Meet regularly with the Articulation Officer and Curriculum Coordinator to ensure that curricular process are followed
- Gain expertise and maintain currency in curriculum-related law, regulation, and policy by attending statewide curriculum conferences and workshops; self-study; or other means
- Chair and preside over Curriculum Committee meetings (twice per month)
- Chair and preside over Curriculum Technical Review Committee meetings (twice per month)
- Prepare the Curriculum Agenda and the Technical Review Agenda
- Review Curriculum Meeting minutes
- Review the Curriculum Packet that is sent monthly to the Board of Trustees
- Provide annual training to the curriculum committee
- Serve on the Senate Executive Committee
- Serve on College Council
- Coordinate communication with Department Chairs, Deans and the Vice-President of Instruction on curricular matters
- Develop and coordinate curriculum-related recommendations and other workflow within the college (Curriculum Committee and, Academic Senate, etc.)
- Sign the Annual Curriculum Approval Certification for all credit and noncredit courses and local programs, in collaboration with the Academic Senate President, Vice-President of Instruction and President
- Provide advice and guidance to the Curriculum Committee and local Academic Senate on curriculum-related issues
- Maintain the Curriculum Committee Handbook and develop recommended procedures and forms for the processing of curriculum materials

Provide support and information to the Accreditation committee during the accreditation process.