

Curriculum Chair Duties:

- ❖ 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.
- ❖ Additional duties as required