

CURRICULUM DEVELOPMENT

ADMINISTRATIVE RULE NUMBER: D009A

LAST APPROVED: May 28, 2019

RELATED TO POLICY SERIES NUMBER: 400

RESPONSIBILITY: D009A.1

The faculty of Tillamook Bay Community College are responsible for the overall curricula of the college. They are supported and assisted by the Office of Instruction.

CURRICULUM COMMITTEE (CC): D009A.2

The Curriculum Committee (CC) approves additions, deletions, and modifications of the curriculum and reports these results to the Leadership Team, College Council, Board of Education, the Higher Education Coordinating Commission (HECC) and North West Commission of Colleges and Universities (NWCCU) as appropriate.

APPOINTMENT: D009A.3

In order to ensure representation of college-wide interests and philosophy, specific entities are represented on the Curriculum Committee. Appointments have voting rights and represent the following entities: regular faculty members (including adjunct representatives), the Vice President of Instruction and Student Services, Registrar (1 vote), and a non-voting representative from Advising/Financial Aid. At all times faculty representation must exceed non-faculty representation. The Office of Instruction sets the schedule for CC meetings each June for the next academic year so faculty may coordinate their teaching schedules and plan for curriculum modifications as applicable.

ROLE: D009A.4

Criteria for selection of committee members are dependent on the following role and qualifications:

- A. Understands the mission of a comprehensive community college.
- B. Understands the curriculum development process.
- C. Represents the interests of one or more departments or an academic division.
- D. Communicates effectively between constituents and committee.
- E. Follows up on assignments and pays attention to detail.
- F. Makes objective and rational decisions (no vested interest).
- G. Supports the decision of the committee once it is finalized.

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- H. Understands the impact of curriculum changes on course transferability.
- I. Maintains a professional demeanor in a leadership role.
- J. Understands and follows parliamentary procedures (Robert's Rules).

Curriculum Committee Representative (CC Rep) functions are as follows:

- A. Becomes familiar with the processes and procedures for review and approval of curriculum proposals.
- B. Serves in a consulting/advisory role throughout the review process.
- C. Helps the committee review the technical and logistical aspects of each proposal.
- D. Assists the CAO in assessing how the proposal fits into the college-wide curriculum.
- E. Presents division/department-approved curriculum proposal at CC meetings.
- F. Ensures that all appropriate forms are accurately completed prior to approval at CC.

The CC Chair is the CAO for the purpose of guiding and moving the meeting agenda forward. Voting on all action items is as follows:

- A. The chair will ask for a move to vote.
- B. The motion will be moved by a committee member.
- C. The motion will be seconded by a committee member.
- D. A simple majority vote is sufficient for a motion to pass.
- E. Both affirmative and negative votes are recorded for the record.
- F. The presence of fifty-one percent faculty attendance constitutes a quorum.

The chair's functions are as follows:

- A. Participates in preliminary review of proposals
- B. Convenes meeting where/when quorum is present.
- C. Conducts discussion/vote.

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CC addresses new courses/programs, faculty template changes related to curriculum (e.g. syllabus, course outlines, course program guide outlines), course/program deletions, and major course and program modifications. CC does not address the following:

- A. Instructor qualifications to teach a course (other than requirements for curricula on Course Content and Outline Guide).
- B. Teaching assignments or schedules.
- C. Continuing Education courses
- D. Course or program costs (aside from new budget proposals)
- E. Full-time and part-time salaries