

Norco College Curriculum Committee Bylaws

Riverside Community College District

NAME

The name of the committee shall be the Norco College Curriculum Committee. The committee is a standing sub-committee of the Norco College Academic Senate.

PURPOSE

The primary charge of the Norco Curriculum Committee shall be to oversee the curriculum of the college. The charge includes the authority to review and approve curriculum, including new and revised courses, new and revised programs, inclusion and exclusion of course in degree patterns, including areas of emphasis and general education, review of distance education proposals, course and program deletions, and curricular policies.

MEMBERS

Members of the curriculum committee include voting and non-voting members. The members represent the academic departments, library, counseling, students, and administration.

The curriculum committee shall have a faculty co-chair, elected by its members, and an administrative co-chair which is the vice president of academic affairs.

Each academic department shall elect two faculty members as representatives to sit on the curriculum committee.

Academic departments may elect faculty to serve in another role, such as counseling, library, or articulation.

The voting members of the curriculum committee shall be the faculty co-chair, the elected representatives of the academic departments, and a representative from articulation, library, and counseling.

The faculty chair shall only vote to break a tie.

Non-voting members shall be the vice president of academic affairs, the academic deans, the student representative, and the meeting recorder.

TERM of OFFICE

The chair shall be elected by majority vote to a two year term. The election will occur during the spring semester and the term will begin on July 1 of that year.

The term of the department representatives shall be 2 years. Preferably the end of each term shall be in alternating years for representatives within the same department.

CHAIR DUTIES

The faculty chair shall run the curriculum meetings and set the agenda.

The faculty chair (or designee) shall report to the academic senate.

The faculty chair is also a voting member of the technical review committee and the district curriculum committee.

MEETINGS

The curriculum committee will meet on the second and fourth Tuesdays of each month during the fall and spring semesters, unless otherwise noted. The meetings will begin at 2pm and end at 3:30pm.

A quorum shall be more than 50% for the voting members of the curriculum committee.

Meetings are open and subject to the provisions of the Brown Act. Any parliamentary questions shall follow Robert's Rules of Order.

BYLAWS

Changes to the bylaws shall be made by a 2/3 majority of the committee.