



Chapter Two: Curriculum Committee Members

DRAFT

Roles and Responsibilities of Curriculum Committee Members

Committee Members serve as a formal liaison between the Curriculum Committee and the Division he/she represents.

A member's responsibilities include:

- ❖ Attend and fully participate in committee meetings.
- ❖ Be knowledgeable on current curriculum policies, procedures, writing standards, resources, forms and deadline dates.
- ❖ Provide CurricUNET information and assistance for the Division he/she represents.
- ❖ Serve on sub-committees as needed.
- ❖ Assist the Division Chair or Dean in reviewing curriculum revisions, additions and deletions for the college catalog.
- ❖ Review and critique curriculum proposals according to the standards established by the Curriculum Committee and those required by the Educational Code.
- ❖ Serve as a consultant to members of his/her division during curriculum development. When needed, committee members may answer questions, provide information on curriculum policies and procedures, and help prepare faculty for visits to the curriculum committee meeting.
- ❖ Inform and update the division members about curriculum issues such as (but not limited to):
 - Proper preparation of course outlines
 - Condition on Enrollment requirements
 - Curriculum Deadlines
 - Student Learning Outcomes
- ❖ Track active proposals from their division and prepare summary reports for the Faculty Co-Chair.

Standard Meeting Schedule

The Curriculum Committee meets every other Monday from 2:00 - 4:00 PM and The Technical Review Committee meet alternating Mondays from 1:00 - 4:00PM during the Fall and Spring terms. The Faculty Chair may schedule additional meetings when needed.

Curriculum Committee 2016-2017		
Curriculum Administrator	Henry Hua	Acting Vice President, Instruction
Curriculum Faculty Co-Chair	Mary Copeland	Faculty
Curriculum Administrative Support	Kay Dee Yarbrough	Secretary II, Office of Instruction
Articulation Officer	Janice Wilkins	Articulation Officer, Counselor
Catalog & Schedule	Corrina Baber	Schedule and Catalog Data Specialist
Applied Technology, Transportation, and Culinary Arts		
Albert Maniaol		Division Dean
Melita Caldwell-Betties		Faculty
Arts and Humanities		
Leticia Hector		Faculty
Margaret Worsley		Faculty
Library and Learning Support Resources		
Virginia Evans-Perry		Faculty
Mathematics, Business, and Computer Technology		
Vincente Alvarez		Faculty
Daniele Ramsey		Faculty
Science		
Glenn Drewes		Faculty
Dennis Jackson		Faculty
Yolanda Simental		Faculty
Social Sciences, Human Development, and Physical Education		
Dr. Wallace Johnson		Division Dean (VPI Designee)
Kathy Adams		Faculty
Patrick Buckley		Faculty
Colleen Calderon		Faculty
Student Services		
Dr. Craig Luke		Counselor
Student Representative		Student
Student Representative		Student