Miramar College
Governance Committee
Recommendation Reporting Form

Committees make recommendations rather than decisions. The Committee Chair/ Co-Chairs will submit this form and attachments to the College Governance Committee, to ensure that each recommendation is forwarded and considered.

Curriculum Committee

Duane Short

Committee Name	Committee Chair/ Co-Chairs
Handbook Changes	**2/6/19**
Recommendation Topic	Date of Committee Meeting

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RECOMMENDATION AND EXPLANATION:

Here's a summary of the recommended changes:

- Remove "Curriculum Chair" from the list of voting members: The chair is elected from the membership and so it doesn't make sense to list it as a separate voting position.
- Add "Curriculum Technical Writer" to the list of voting members: This is an adjunct/overload position that works with faculty members when they first develop curriculum proposals and enter them into Curricunet. We think it would be helpful for the person filling this role to serve on the Curriculum Committee both because of their work with faculty originators and because of their subject matter expertise with Curricunet and the technical parts of curriculum development.
- Remove "programs" from the list of curriculum proposals that the committee works with. At Miramar, the definition of a program is "one or more certificates or degrees that share a common set of program-level student learning outcomes." Programs are overseen by the Instructional Program Review/SLOAC committee (which is also the committee that came up with this definition); not by the Curriculum Committee. Also, changes to program descriptions are handled by Miramar's Office of Instruction; not by the Curriculum Committee.

Date Submitted To:		Action Taken and Date of Action (discussed, accepted, referred to, etc.)	
/ /	Academic Senate President		/ /
/ /	Associated Student Government President		/ /
/ /	Classified Senate President		/ /
/ /	College President		/ /
/ /	**College Executive Committee**		/ /

Curriculum Committee

Chair Eligibility – Faculty

Chair Election – Recommendation, elected by committee

Chair Term – Two Years

Committee Membership*

Administrators (1)	Classified Staff (2)	Faculty (10)	Students (1)
Representative	Evaluator	~~Committee Chair~~	Representative
	Representative	School of BTCWI	
		School of Liberal Arts	
		School of MBEPS	
		School of Public Safety	
		English – subject matter expert	
		Math – subject matter expert	
		Articulation Officer	
		Counselor	
		Non-classroom Faculty Member	
		Curriculum Technical Writer	

*The administrator is appointed by the College President. Classified membership includes at least one evaluator. Faculty membership includes ~~the committee chair, recommendation elected by the committee;~~ one faculty member from each school that offers instruction; an additional English faculty member; an additional math faculty member; the Articulation Officer; one counselor; ~~and~~ one additional non-classroom faculty member such as a librarian or counselor; and the Curriculum Technical Writer (or other faculty member if the Curriculum Technical Writer is filling another position on the committee or is not available).

Note: this is a decision-making committee of the Academic Senate. Committee membership is for six years. This is not a maximum limit because it is recognized that the bulk of knowledge necessary on this committee requires well-informed membership. Student membership will rotate on an annual basis.

Committee Goals:

This committee is the campus approval authority for all curriculum proposals affecting Miramar College. It follows district policies issued by the District Curriculum Instructional Council, state policies issued by the California Community Colleges Chancellor's Office and state law and regulations set forth in California Education Code and Title 5 of the California Code of Regulations. The committee will also be informed and guided by curriculum-related recommendations from the Academic Senate for California Community Colleges. The committee reviews and approves new curriculum as well as revisions of current curriculum such as courses, ~~programs~~, certificates, and degrees, including distance education components in collaboration with discipline experts.

Committee Procedures and Calendar:

Committee procedures are specified in SDCCD Policy 5300 and Procedure 5300.2 and the CCCCO Program and Course Approval Handbook

Committee will meet no less than once per month at a regularly scheduled time.

Standing Subcommittees:

Academic Standards - Oversight is shared with Academic Affairs Committee

Curriculum Technical Review

Parent Committee:

Academic Senate

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/governance