

For November 2, 2015 Meeting

From: Tim Peterson

For items:

- 1. New Business**
 - A. Committee Policy & Procedure: Discussion of Oversight of Curriculum Committee
 - B. Committee Policy & Procedure: Discussion of Oversight of Learning Communities Committee

AA committee members – Please review the charge of both the Learning Communities and Curriculum Committees below. The Viability Task force will be presenting to AA proposals of changes to both these committees in the near future. I feel it's important for us to be prepared on what these committees do and what the role of AA is in their respective business.

Please be prepared to discuss:

- 1) What should be AA's role in the business of these committees?
- 2) What specific changes should be made (if any) to AA's role with the committees?

The recommended changes to each committee from the Viability Task force do not necessarily entail changes of their respective relationship with AA. I think that it's important, however, to clearly establish AA's role with these committees before being asked to review changes to them.

G-6-3.1 Learning Community Committee

Approved: 12-14-12

Charge

The Learning Community (LC) Committee is a sub-committee of the Academic Affairs (AA) Committee and will review all new proposals and revisions for learning communities. The LC Committee will promote and support the teaching of learning communities on our campus.

Among its primary functions the Learning Community Committee will:

1. Review and make recommendations to the Vice President for Instruction for the approval of learning community applications. All new and revised learning communities will be reviewed by the LC Committee prior to instruction.
2. Maintain and facilitate documentation related to the learning communities' review and support process.
3. Review each learning communities' assessment of student performance outcomes as part of its evaluation of the viability of LC college offerings.
4. Work closely with the offices of the VPI and Student Services to consider issues related to the offerings of learning communities' courses such as compliance with college standards, accreditation standards, fiscal efficiency, and alignment with the college mission, values, and learning outcomes.

Membership Voting Status and Terms

Faculty (5)*	Elected by Faculty Forum	Voting	Three Years
Student Services (2)**	Appointed by the Dean of Student & Enrollment Services	1 Voting & 1 Non-Voting	Three Years
Vice President for Instruction (or designee)	Automatic	Voting	Standing
ASCOCC Representative	Appointed by ASCOCC	Voting	One Year

*At least one faculty member must have prior LC teaching experience, one faculty member with basic skills instructional experience, one senior faculty (Associate or Full Professor) and other faculty from different disciplines that provide cross-campus representation for the committee. *Note: to establish a staggered tier in the committee terms of service, for the first elections in May 2013, two of these five faculty seats will have a 2-year term. In subsequent elections all faculty seats will have a 3-year term of service.*

** One of the two members will serve on an ad hoc basis as a non-voting member. Student Services members may include representation from Admissions, Advising, Student Life, Financial Aid.

Chair

Chair to be elected annually by the committee. Chair will communicate LC Committee minutes to Academic Affairs as part of AA's oversight.

G-6-6 *College Curriculum Committee*

Revised: 3/1/09; 10/10/11; 5/17/11

Charge

The Curriculum Committee is a sub-committee of the Academic Affairs Committee and will review all new proposals and revisions to curriculum and academic programs. Academic programs include all transfer and Career and Technical programs.

Among its primary functions the Curriculum Committee will:

1. Act as the main clearinghouse/review committee for all credit programs and curricular additions or changes
2. Be responsible for academic program review
3. Assure that curriculum decisions are held accountable to the mission of the college.

Membership, Voting Status and Terms

Faculty (4)*	Appointed by the Faculty Forum	Voting	Two years
Administrative	Appointed by the President	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Enrollment Services Representative	Appointed by the Dean of Student & Enrollment Services	Non-Voting	Standing
Instructional Deans' Administrative Assistant	Automatic	Non-Voting	Standing

* Three faculty must be tenured; no more than one faculty member from any one department; two from Transfer, two from Career and Technical Education and one at-large.

Chair

Chair to be elected annually by the committee.