**Curriculum Committee**

The Curriculum Committee activities are related to, but not limited to the following elements of the strategic plan:

**Goal #1:** The College will expand and improve the quality of programs and services.

**Objectives:**

1.1 Identify and implement quality improvements in instructional courses and programs (especially those resulting from program review and assessment activities)

1.2 Expand instructional courses and programs

1.3 Expand the number of courses and programs that can be completed through alternate delivery methods, to expand student access

**Goal #2:** The College will improve student success through effective assistance activities.

**Objectives:**

2.1 Improve student persistence in classes through the end of the semester

2.2 Improve student retention from one semester to the next

2.3 Increase the number of program completions

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**Charges**

- Approve
  - New credit programs and courses
  - Prerequisite changes
  - Instructional policy changes
- Review all Student Services policy changes after initial intake by SSC
- Refer academic programs/courses to Assessment of Student Academic Achievement Committee as needed for improvement/development of assessment outcomes

**Membership**

- Chair – Faculty member
- 1 - Communications/Humanities faculty
- 1 - Math/Social Science faculty
- 1 - Science faculty
- 1 - Health faculty
- 1 - Business/Industrial Technology faculty
- 1 – Counselor
- 1 - Faculty at Large
- 2 - Instructional Deans
- Coordinator of Counseling
- 1 - Student

**Support Resources**

- Administrative Assistant to the Academic Vice President
- Dean of Information Services
- Dean of Student Services
- Registrar
- Coordinator of Financial Assistance

**Procedure**

Meetings will be scheduled in advance, usually every two weeks during the Fall and Spring semesters. The first meeting is to be held during the first month of the academic year or as soon thereafter as possible. Additional meetings may be called by the Chair of the Committee.

No action will be taken on items not submitted on the Curriculum, Policy Action Approval form or Faculty Development form. All proposed changes must be distributed to members prior to the meeting.

A quorum of members must be present for official action to be taken. All action items will require a roll call vote. A simple majority of those members present, including proxies, will be necessary to pass any motions.

Review sub-committees may be appointed to study particular areas of concern and make recommendations to the committee.

August 2010