



**CENTRAL OREGON**  
community college

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## Committee RECOMMENDATION FORM

**Academic Affairs**

**Institutional Support**

**Student Affairs**

**College Affairs**

**Recommendation:**

The Academic Affairs committee is recommending the Curriculum committee charge be changed to reflect the language provided below:

**Charge**

*The Curriculum Committee is a sub-committee of Academic Affairs Committee and will review for approval all new proposals, suspensions/deletions, and revisions to credit curriculum (courses and academic programs). Academic Programs are defined as any institutionally established combination of courses and/or requirements leading to a degree or certificate.*

*Primary functions of the Curriculum Committee:*

1. *Approve additions, suspensions, and modifications to all credit courses and academic programs which include, but are not limited to:*
  - a. *Student learning outcomes*
  - b. *Assessment of student learning outcomes*
  - c. *Credits and load units*
  - d. *Contact hours*
  - e. *Course and program titles and descriptions*
  - f. *Pre-requisites and sequencing*
  - g. *Course and program mapping*
  - h. *General education and related instruction*
  - i. *Discipline studies*
  - j. *State definitions of degrees and certificates.*
2. *Ensure that COCC curriculum adheres to College, State, and NWCCU (accreditation) standards and polices.*
3. *Assist and support faculty in development and improvement of curriculum.*
4. *Consider effects of curricular and/or programmatic proposals and revisions on other departments/programs, institutions, and students. Other departments and/or programs may include, but are not limited to:*
  - a. *Impacts to and from prerequisite courses*
  - b. *Transfer focus areas*
  - c. *CTE programs*
  - d. *Admissions and Records*
  - e. *Financial Aid*
  - f. *College Now (dual credit)*
  - g. *ITS*
  - h. *Articulation agreements.*
5. *Ensure that curriculum aligns with mission of the College.*

**Membership, Voting Status, and Terms**

Faculty (CTE, open)	Appointed by the Faculty Forum	Voting	Three years
Faculty (CTE, tenured)	Appointed by the Faculty Forum	Voting	Three years
Faculty (Transfer, open)	Appointed by the Faculty Forum	Voting	Three years
Faculty (Transfer, tenured)	Appointed by the Faculty Forum	Voting	Three years
Faculty (at-large)	Appointed by the Faculty Forum	Voting	Three years
Instructional Dean	Appointed by the Vice President for Instruction	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Director of Curriculum and Assessment	Automatic	Non-voting	Standing
CAP Center Academic Advisor	Appointed by the Dean of Student & Enrollment Services	Non-voting	Standing
Student Services (GradTracks) Representative	Appointed by the Dean of Student & Enrollment Services	Non-voting	Standing
Instructional Systems Specialist	Automatic	Non-voting	Standing

**Chair**

The Chair of the Curriculum Committee will be elected annually in the spring by the committee from among faculty committee members. The chair maintains voting privileges.

Responsibilities of the Chair include:

- Collaborate with the Director of Curriculum and Assessment to set committee meeting agendas, to communicate information and documentation workflow to the committee, and to ensure the flow of documentation from the committee is communicated and submitted to Academic Affairs Committee, campus and state agencies.
- Facilitate Curriculum Committee meetings.

**Rationale:**

The Curriculum Committee reviewed the approved charge and description of membership at the conclusion of 2015-16. They revised the charge in the following ways:

- Inclusion of a reference to our local, state, and accreditation standards;
- Clarification of the elements we are reviewing;
- Clarification of impacts of curricular changes;
- Identification of the support role as well as approval role of the committee;
- Clarification of members.
- Deletion of G-6-6.1 (this part of the policy manual is no longer applicable.)

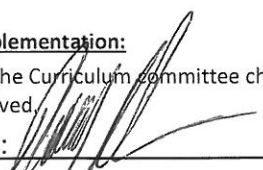
The changes were submitted and approved for first reading in College Affairs last year, and passed second reading in the fall. However, this year's Curriculum committee discovered that charge changes recommended in 2014-15 were never applied due to confusion about the approval process. When combining the two years' of changes, the committee made additional improvements and this proposal is significantly different from that viewed in College Affairs last June. In addition, COCC's approval process for policy items has been clarified such that Academic Affairs should review and approve this change rather than College Affairs.

**History:**

- Approved by Academic Affairs for First Reading 11/28/16
- Approved by Academic Affairs for Second Reading 1/23/17


**Timeline for Implementation:**

The updates to the Curriculum committee charge will be incorporated into the General Procedures manual once presidential approval is received.

Submitted by:  /s/ Chair, Academic Affairs Date: 2/6/17

Action taken by the President:  Approved  Denied  Tabled

Comments:

 /s/ President, COCC Date: 2/21/17

GPM Changes made to be completed by CAC Admin.