

Bylaws of the Curriculum Committee

Del Mar College

Committee Charge(s): The Curriculum Committee (CC) has the responsibility of determining the approval of individual courses and of programs of courses leading to a certificate and/or to an associate degree. Committee members will be concerned not only with specific courses, but also with the relationship of such courses to the offerings of the College as a whole. Decisions regarding courses will be based, among other factors, on student needs, available faculty and facilities, transferability, and state approval.

I. Faculty membership

A. Seats on the Del Mar College CC shall be filled by one tenured or tenure-track faculty member from each academic department at Del Mar College. Each CC member shall have taught full-time on Del Mar College campus for three consecutive years prior to his/her appointment to the CC. Department chairs shall not be eligible to become voting members of the CC.

B. Each member of the CC shall serve a three-year term which shall begin at the start of the fall semester and end at the start of the fall semester in which the duly elected new member is seated.

C. Faculty shall serve no more than two consecutive terms on the CC. A faculty member who fills an uncompleted term shall be eligible to serve an additional two full consecutive terms.

D. Selection of faculty members to the CC shall be determined by consensus of department members at the end of the spring semester prior to the expiration of a sitting member's three-year term.

1. Each academic department shall provide written explanation of its election process to the CC.

2. In accordance with Del Mar College policy, Faculty Council shall review the results of these elections, which then shall be forwarded to the president.

E. The elections to the CC shall be staggered so that no more than six of the seventeen seats come open in any given year.

II. Administrative ex officio membership

A. The Provost and Vice President of Instruction and Student Services shall serve in a resource capacity as an ex officio, nonvoting member of the CC.

C. The dean of each academic division shall serve in a resource capacity as an ex officio, nonvoting member of the CC.

D. The Registrar and Assistant Registrar shall serve in a resource capacity as an ex officio, nonvoting member of the CC.

- E. The Associate Director of Financial Aid Services shall serve in a resource capacity as an ex officio, nonvoting member of the CC.
- F. The Director of Libraries shall serve in a resource capacity as an ex officio, nonvoting member of the CC.
- G. The Director of the Transitions Center shall serve in a resource capacity as an ex officio, nonvoting member of the CC.
- H. The Chairs' Council shall select a representative from each academic division to serve as nonvoting members of the CC in a resource capacity.
- I. The Chair of the General Education Committee shall serve in a resource capacity as an ex officio, nonvoting member of the CC.
- J. The Faculty Coordinator of Assessment shall serve in a resource capacity as an ex officio, nonvoting member of the CC.
- K. The Chief Financial Officer/Vice President of Operations shall serve in a resource capacity as an ex officio, nonvoting member of the CC.
- L. The Associate Vice President of Student Affairs shall serve in a resource capacity as an ex-officio, nonvoting member of the CC.

III. Leadership

- A. The Provost and Vice President of Instruction and Student Services shall serve as the permanent director of the CC. The P/VPI&SS office shall provide administrative and institutional support for the CC such as providing information to CC members regarding upcoming meetings, and recording and distribution of meeting minutes.
- B. The Curriculum Committee shall be led by a chair and a chair-elect. The chair-elect shall act as a chair in training for one academic year before assuming the chair for the following academic year.
 - 1. The chair-elect shall have at least one year of experience as a voting member of the CC.
 - a. The CC shall elect a chair-elect for the upcoming academic year (beginning in the fall semester) by the end of each spring semester.
 - b. The chair-elect of the CC shall assist the chair in his/her duties.
 - c. After completion of the year term as chair-elect, he or she shall become chair of the CC for the upcoming academic year.
 - 2. The chair of the CC, working with the P/VPI&SS office, shall set the agenda for each meeting, notify members of any changes to the normal meeting schedule (second Friday of each month at 1:30 p.m.), call the roll of CC members at each meeting, and conduct each meeting according to Robert's Rules of Order.
 - 3. The chair shall establish procedural rules which will be published on the Curriculum Committee webpage at the start of the academic year so that these rules are known to the committee members and others who will be conducting business with the committee during the academic year.

4. In the event that the chair is vacated before a term ends, the chair-elect shall assume the chair's position and call an extraordinary election for a new chair-elect.

a. If such an election is called before January 1, the CC shall elect a new chair-elect from second-year members of the committee. In this instance, the new chair-elect shall serve in that function for the remainder of the academic year and shall assume the chair at the start of the following academic year.

b. If such an election is called after January 1, the CC shall elect a new chair-elect from first-year members of the committee. In this instance, the new chair-elect shall serve in that function for the remainder of the academic year and shall succeed himself/herself as chair-elect at the start of the following academic year.

c. If both the chair and chair-elect positions are vacated at the same time, a senior member of the CC shall call an extraordinary election to fill the posts.

-If the election is called before January 1, the CC shall elect a new chair from among third-year members of the committee, and the CC shall elect a new chair-elect from among the second-year members of the committee.

-If the election is called after January 1, the CC shall elect a new chair from among the second-year members of the committee, and the CC shall elect a new chair-elect from among the first-year members of the committee.

IV. Responsibilities

A. Members of the CC shall convey the wishes of their respective departments to the CC and shall convey the proceedings of the CC to their respective departments.

B. Members of the CC shall confirm or reject proposed changes pertaining to but not limited to course descriptions and hours, degree plans, new program and course offerings, and the deletion of programs and courses.

1. Such changes shall be presented to the CC by a representative of the department within which the courses are offered. Voting members of the CC shall not be eligible to present before the CC.

2. Each presentation shall incorporate a statement by the departmental representative reflecting the sentiment of the departmental faculty toward the proposed change(s).

C. Members of the CC shall attend meetings regularly. The chair shall call the roll at the start of each meeting. A quorum of nine of the voting members of the Curriculum Committee shall be present for the committee to conduct any business requiring a vote. The CC shall inform the academic department represented by a committee member if that member is absent without excuse from more than two CC meetings each academic year.

D. Failure to fulfill these responsibilities shall constitute grounds for replacement on the CC.

1. The CC member's academic department or the CC shall initiate replacement proceedings.
 2. The CC member's academic department shall notify the CC in a timely manner of initiated replacement proceedings.
 3. The CC member's academic department shall determine whether grounds for replacement have been met.
 4. In the event that a CC member is unable or unwilling to fulfill the responsibilities of the office, a department shall determine a new representative to fill the remainder of the unfinished three-year term.
- E. The CC shall appoint a member to report to the Faculty Council the proceedings of each CC meeting.

V. Record keeping

- A. The CC shall post its agenda on the DMC website 24 hrs in advance of each meeting.
- B. The P/VPI&SS office staff shall keep minutes of each CC meeting.
- C. To ensure transparency, the CC shall post a draft of the minutes of each meeting on the DMC website within ten working days of the meeting. The CC shall post approved minutes on the DMC website (in place of the draft minutes) within ten working days of approval.
- D. The CC shall archive for posterity a permanent (electronic and/or paper) copy of the minutes of each meeting with the DMC library to be available to the public.

VI. Adoption and amendment of bylaws

- A. Any amendments to these bylaws must be approved by a two-thirds majority of all voting members of the Curriculum Committee.

Updated Fall 2015