RIO HONDO COLLEGE
CURRICULUM COMMITTEE
BY-LAWS

The curriculum committee, as a sub-committee of the Academic senate, reviews and recommends course and program additions, revisions, and deletions and recommends policy related to academic offerings to the Rio Hondo Community College District Board of Trustees.

Rio Hondo College faculty are charged by Title 5 of the California Code of Regulations with the primary responsibility for making recommendations in the areas of curriculum and academic standards.

MEMBERSHIP

A) The voting membership of the Curriculum Committee shall include the following:

<table>
<thead>
<tr>
<th>DIVISION</th>
<th># of REPS</th>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications &amp; Languages</td>
<td>3</td>
<td>1 Reading, 1 Composition, 1 at-large</td>
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<tr>
<td>Business &amp; Career &amp; Technical Education</td>
<td>3</td>
<td>1 Business, 1 Technology, 1 at-large</td>
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<tr>
<td>Health Sciences &amp; Nursing</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Physical Education</td>
<td>1</td>
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<tr>
<td>Mathematics &amp; Sciences</td>
<td>3</td>
<td>1 Math, 1 Science, 1 at-large</td>
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<tr>
<td>Public Safety</td>
<td>2</td>
<td>1 A.J., 1 Fire Tech</td>
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<tr>
<td>Behavioral &amp; Social Sciences</td>
<td>3</td>
<td>1 Soc.Sci, 1 Hum, 1 at-large</td>
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<tr>
<td>Arts &amp; Cultural Programs</td>
<td>2</td>
<td>1 Visual Arts, 1 Performing Arts</td>
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<tr>
<td>Library</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Counseling</td>
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<tr>
<td>Articulation Officer</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Disabled Students Program &amp; Services</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Student Representative</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Total Faculty Representation</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Total Administration Representation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total Student Representation</td>
<td>1</td>
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B) Each member shall be elected for a period of **two years**. One member will have a term that begins and ends in an even numbered year and one member will have a term that begins and ends in an odd numbered year. Determination of which member serves what term will be decided by division election.

C) Each member may be re-elected to an indefinite number of terms.

D) The term of each member shall begin at the start of the **spring** semester.

E) Two administrators shall be permanent members of the Committee. The administrators shall be: the Dean of Library & Instructional Operations and the Dean of Career & Technical Education.

F) The Evaluation Technician shall be a permanent ex-officio (non-voting) member of the committee.

G) The chairperson shall be a faculty member elected to a two year term. Elections shall take place during the April meeting of the Spring semester and the term will run concurrent with the following academic year.

H) The committee may elect a Co-Chair to serve in the year prior to the transition to a new Committee Chairperson. The Co-Chairs (the incumbent Chair and the incoming Chair) will share duties and the release time available to the Committee Chair. This split shall be determined by the parties involved.

I) The Curriculum Committee Chair shall serve as an Ad Hoc member of the Faculty Senate Executive Committee.

J) The Dean of Library & Instructional Operations shall serve as the Executive Secretary of the Committee.

K) There shall be one voting student representative appointed in accordance with ASB procedures and regulations to serve for a one-year term.

L) Should one of the elected or permanent members be unable to fulfill their duties, an appropriate replacement will be elected or appointed.

**PROCEDURES**

1. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the membership, plus one.

2. Action shall be taken on an agenda item only if an elected curriculum representative from the division in which the course resides is present.

3. The Curriculum Committee may, by majority vote, accept, reject or request modifications
to curriculum proposals to ensure that the curriculum is academically sound and meets all Title V regulations.

4. Substitutions of elected curriculum members are limited to members on extended leave or sabbatical leave: replacement members shall serve until the elected member returns or until the term of the elected member expires.

5. Action items require two readings unless waived by the majority of curriculum members.

6. When a course or program is returned to Rio Hondo College from the Chancellor’s Office and is not approved or additional information is requested. The Curriculum Committee Chairperson and the Dean of Library & Instructional Operations shall meet to determine further action. The Committee Chairperson shall have blanket approval to make minor changes as requested and those changes will be shared with the committee as information items.

7. If the problems are other than logistical, the course will be returned to the Curriculum Committee for further action.

8. Any amendment to the bylaws can be made with a motion that passes by 2/3 vote of the membership and has two readings.
**RHC Curriculum Committee – Duties of Members**

Inform Division of deadlines and procedures, as needed.

Report on Curriculum activities at Division meetings.

Assist Division members in preparing submissions for Curriculum.

Review Curriculum agenda and minutes prior to meetings.

Facilitate collegial interaction between interested parties regarding Curriculum items, as needed.

Make efforts to find resolution to controversial items prior to meetings.

Attend all scheduled meetings and represent the Division’s positions and interests.

Provide constructive feedback to those submitting items to Curriculum in a respectful and courteous manner.

**RHC Curriculum Committee – Duties of the Chair**

Conduct all meetings in a professional, organized, and timely manner. Meetings, although scheduled weekly, should be held only as needed.

Meet with faculty as needed regarding any questions about Curriculum processes and procedures as needed (both before and after submission of items).

Meet with departments and deans (when necessary) to clarify Curriculum issues.

Attend state meetings to learn Curriculum issues and trends.

Work with newer Curriculum members to acclimate them to their role on the Committee and to answer any questions that they may have.

Educate the campus on matters relevant to Curriculum, such as Title 5 regulations and other state mandates.

Provide training sessions as needed to assist faculty in writing and revising courses and/or programs.

Review submitted materials to Curriculum and notify submitter of all changes needed.

Submit curriculum changes to state curriculum inventory as needed.
Curriculum Committee Member – Checklist

Are you new to Curriculum? Or have you been on Curriculum and find that you are not always as thorough as you should be when you review the work of your colleagues? Whichever you are, I am hoping that this will aid you as you perform your duties as a member of Curriculum. As a member, you are to serve as a resource to the members of your Division as they develop materials to be submitted to Curriculum. Please remember that when you sign off on a form for Curriculum, you are indicating that you have reviewed what has been prepared. You can help us make the Curriculum experience a swift and friendly one, simply by taking your duties as a representative seriously. I am looking forward to a productive year for the Committee and hope that you will play your part in ensuring that all of no one's valuable time is wasted. See you on Wednesday!

Please refer to your “Red Book” as indicated.

Reminder – materials must be submitted by noon on Monday for review at the meeting of the following week. The Technical Review Committee will review submitted work on Monday and may then contact both you and the person submitting to address any problems found. Steps are being taken to ensure that Curriculum focuses on academic matters, as opposed to grammatical and administrative issues.

New Course Proposal – Items to Review

Has a course number been selected that is appropriate and has never been used previously? Your Division secretary should be able to provide you with information as to which numbers have not been used by the Department proposing a course.

Are all necessary forms prepared? Remember that there are 3 forms that must be submitted when introducing a new course.

Is the information on each form consistent?

Has the Library sheet been submitted?

If there is a prerequisite for a course, are the exiting skills of that prerequisite then entering skills for the proposed course?

Is the course description clear and concise? Is the target audience indicated?

Check that the appropriate date is on all forms.

See that the directions have been deleted.

Is the text to be used a current one? Complete information should be provided about the text to be employed, including copyright date, publisher, and ISBN.

On the final matrix page:
Use active verbs.
Do not repeat yourself – for example, one need only state “lecture” “and group discussion” as methods of instruction once.
Is everything in the correct columns?
Do “methods of evaluation” indicate what it is that is being evaluated?
NOTE – if term paper is required, English 101 MUST be a prerequisite.