

**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:

DIVISION	# of REPS	MEMBERS
Communications & Languages	3	1 Reading, 1 Composition, 1 at-large
Business & Applied Technology	3	1 Business, 1 Technology, 1 at-large
Health Sciences	1	
Physical Education	1	
Mathematics & Sciences	3	1 Math, 1 Science, 1 at-large
Public Safety	2	1 A.J., 1 Fire Tech
Social Sciences, Humanities & Philosophy	3	1 Soc.Sci, 1 Hum, 1 at-large
Arts & Cultural Programs	2	1 Visual Arts, 1 Performing Arts
Library	1	
Counseling	1	
Disabled Students Program & Services	1	
Student Representative	1	
Total Faculty Representation	21	
Total Administration Representation	3	
Total Student Representation	1	

- 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) Three administrators shall be permanent members of the Committee. The administrators shall be: the Dean of Student Learning Support & Articulation; the Dean of Career & Technical Education; and the Dean of Counseling & Student Development.
- 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 Curriculum Committee Chair shall serve as an Ad Hoc member of the Faculty Senate Executive Committee.
- I) The Dean of Student Learning Support & Articulation shall serve as the Executive Secretary of the Committee.
- J) There shall be one voting student representative appointed in accordance with ASB procedures and regulations to serve for a one-year term.
- K) 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 Student Learning Support & Articulation shall meet to determine further action. If the problems are other than logistical, the course will be returned to the Curriculum Committee for further action.
7. Any amendment to the bylaws can be made with a motion that passes by 2/3 vote of the membership and has two readings.