

CURRICULUM COMMITTEE BY-LAWS

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

Río 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.

I. Membership

- A. The membership of each division shall be selected so as to ensure that the diversity of the division is reflected. The voting membership of the Curriculum Committee shall include the following:

Division/Department/Role	Number of Representatives
Arts and Cultural Programs	2
Behavioral and Social Sciences	3
Business	1
Career and Technical Education	2
Communications and Languages	3
Health Sciences and Nursing	1
Kinesiology, Dance and Athletics	1
Library and Instructional Support	1
Mathematics, Sciences and Engineering	3
Public Safety	2
Articulation Officer	1
Counseling	1
Disabled Students Program and Services	1
Student Representative	1
Total Faculty Representation	22
Total Administration Representation	2
Total Student Representation	1

- B. Each member shall be elected for a period of **two academic years**. If a division has more than one representative, then 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. Determining which member serves what term will be decided by division election. Effective Fall 2024, the voting membership of the Curriculum Committee shall include at least one full-time faculty representative per division unless there are extenuating circumstances.
- 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, the Dean of Instructional Operations and the Dean of Career and Technical Education, shall be permanent members of the committee. In the event that a single administrator is overseeing Instructional Operations and Career and Technical Education, the

Dean of Library and Instructional Support shall serve as the second administrative member of the committee.

- F. The Admissions and Records Specialist-Analyst (formerly "Evaluation Technician") shall be a permanent, ex-officio (non-voting) member of the committee.
- G. The chair shall be a full-time faculty member elected to a two-year term.
- H. Nominations shall take place during the last meeting in March and elections shall take place by the following Curriculum meeting. Publicity of candidacy, or electioneering, will occur between the nomination period and elections. Voting will be conducted electronically using online survey software. An agreed upon designee who is not nominated or running for chair shall be appointed by the committee to run the election (i.e., creating the electronic ballot and emailing a link for the electronic ballot to each voting member). If only one member is nominated for chair, the committee may vote to affirm the nomination in lieu of this procedure.
- I. The committee may elect a co-chair to serve in the year prior to the transition to a new committee chair. The co-chairs (the incumbent chair and the incoming chair) will share duties and the release time available to the committee chair. The parties involved shall determine this split.
- J. The Curriculum Committee chair shall serve as an ad hoc member of the Faculty Senate Executive Committee.
- K. The Dean of Instructional Operations shall serve as the executive secretary of the committee. The staff support for the Curriculum Committee (Curriculum Specialist) will be under the supervision of the Dean of Instructional Operations.
- L. There shall be one voting student representative appointed in accordance with Associated Students of Río Hondo College (ASRHC) procedures and regulations to serve for a one-year term.
- M. Should one of the elected or permanent members be unable to fulfill their duties, an appropriate replacement will be elected or appointed.
- N. 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.

II. Procedures

- A. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the membership, plus one.
- B. Action shall be taken on an agenda item only if an elected Curriculum representative from the division in which the proposed curriculum resides is present.
- C. When new curriculum is to be considered, the author or an appropriate representative shall be in attendance to present the item and address questions. For the purposes of this section, new curriculum is considered to be a new course or program. It is the responsibility of the division curriculum representative to remind the originator that their attendance has been requested at the Committee meeting during which the first reading is scheduled to take place. If the originator or an appropriate representative (i.e., a faculty member from the same area who is qualified to teach that subject) isn't available during that time, a written report may be submitted instead which shall include an overview of the proposal. A representative's presence at the meeting is

preferred over a written report. If the report raises questions that cannot be answered, the Committee may opt to table the submission until the question can be answered. In the event that no representative is present and a written report hasn't been submitted, the Committee may opt to table the item until a representative can be present or a written report has been submitted.

- D. Effective Fall 2019, all courses deemed equivalent (i.e., Honors and non-Honors versions of a course and "cross-listed" courses) must be revised at the same time.
- E. 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 5 regulations.
- F. Action items require two readings unless waived by the majority of Curriculum members.
- G. When a course or program is returned to Río Hondo College from the Chancellor's Office and is not approved, or additional information is requested, the Curriculum Committee chair and the Dean of Instructional Operations shall meet to determine further action. The Committee chair shall have blanket approval to make minor changes as requested, and those changes will be shared with the committee as information items.
- H. If any non-logistical problems obtain, the course will be returned to the Curriculum Committee for further action.
- I. Any amendment to the bylaws can be made with a motion that has two readings and passes by 2/3 vote of the membership.

III. Duties of Faculty Members

- A. Inform division of deadlines and procedures as needed. Report on Curriculum Committee activities and decisions at division meetings.
- B. Assist division members in preparing submissions, using *CurriQunet*, and providing constructive feedback.
- C. Review the Curriculum Committee agenda and minutes prior to meetings. Remind originator of new curriculum proposals (i.e., new courses and programs) in their division that their attendance has been requested at the Committee meeting during which the first reading is scheduled to take place.
- D. Facilitate collegial interaction between interested parties regarding curriculum items as needed. Make efforts to find resolution to controversial items prior to meetings.
- E. Attend all scheduled meetings and represent the division's positions and interests.
- F. Provide constructive feedback to those submitting items to the Curriculum Committee in a respectful and courteous manner.

IV. Duties of the Chair or Co-Chairs

- A. Conduct all meetings in a professional, organized, and timely manner. Although scheduled weekly, meetings should be held only as needed. The chair will ensure Curriculum items are transparent and inclusive, including those in online discussions.

- B. Meet with faculty members regarding any questions about Curriculum processes and procedures as needed (both before and after submission of items).
- C. Meet with departments and deans (when necessary) to clarify curriculum issues.
- D. Attend state meetings to learn curriculum issues and trends.
- E. Work with newer Curriculum members to acclimate them to their role on the committee and to answer any questions.
- F. Educate the campus on matters relevant to curriculum, such as Title 5 regulations and other state mandates.
- G. Provide training sessions as needed to assist faculty members in writing and revising courses and/or programs.
- H. Review materials submitted to Curriculum and notify originators of all changes needed.