

Curriculum and General Education Committee Charter

Mission of Taft College

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through Career Technical Education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

In supporting the mission of Taft College, the Curriculum and General Education Committee is charged with overseeing the academic quality and content of the curriculum. To fulfill this assignment, the committee will initiate specific strategies to promote academic breadth, depth and integrity, and to facilitate innovation in the programs offered to students.

Role of the Curriculum and General Education Committee:

The Curriculum and General Education Committee, a standing committee of the Academic Senate and Taft College, makes recommendations to the West Kern Community College District Board regarding:

- _ New credit and non-credit courses and programs
- _ Modifications to existing credit and noncredit courses and programs
- _ Graduation requirements including general education requirements

The Curriculum and General Education Committee charge also includes these academic and professional matters as identified in Education Code 53200(c):

- *Curriculum, including establishing prerequisites, co-requisites, and advisories and placing courses within disciplines
- * Degree and certificate requirements
- * Perfected education program development
- * Distance Education
- * Standards on student preparation

SPECIFIC RESPONSIBILITIES:

1. Review and evaluate proposals to initiate or change courses and programs;
2. Assure that curriculum is well developed, clear and complete, and that its supporting documents adequately supplement the proposal;
3. Make recommendations to assist individuals to strengthen their course or program proposals;
4. Evaluate the impact of a curriculum proposal on the resources and other curricula of the college;
5. Initiate activities that promote enhancement of the learning process;
6. Provide guidelines and criteria for the development of new courses and programs;
7. Review and revise procedures associated with curriculum development;
8. Encourage and facilitate innovation in the curriculum;
9. Assure that assessment is built into the curriculum proposal;
10. Ensure student learning outcomes align with program and institutional outcomes;
11. Assure that the curriculum offered is complementary and integrated; and
12. Vice President of Instruction sends recommendations to the Board of Trustees upon passage of curriculum items.

MEMBERSHIP REPRESENTATION:

The Curriculum and General Education Committee consists of

Co-chairs:

Vice President of Instruction-non-voting

Vice President of the Academic Senate

The following shall be voting members of the Curriculum committee:

Division Chairs (6) or designee

Counseling Representative

Articulation Officer

Director of Admissions and Records

Student Learning Outcomes Coordinator

The following shall be non-voting members of the Curriculum committee:

Vice President of Student Services

Associate Student Representative & PTK Representative

Instructional Assistant

Learning Outcomes Technician

Instructional Technician- Curriculum (Ex-Officio member)

Distance Learning Coordinator

CTE Director

Director of Dental Hygiene

Total: 18

MEMBERSHIP AND MEETING POLICIES:

Quorum is based on 50% + 1 of voting membership.

It is the responsibility of each member of the Curriculum and General Education Committee to attend each meeting and adhere to the College Code of Conduct.

MEETING SCHEDULE

Regular, monthly meetings on the second Monday of the month at noon during the academic year for a length of time to be determined by the committee with additional meetings during in-service at the beginning of each semester.

Relationship with Other Committees

The Curriculum and General Education Committee reports to the Academic Senate. The Right to Appeal the recommendations of the committee can be made directly to the Academic Senate.

The Curriculum and General Education Committee relies on two sub-committees to focus on specific tasks or issues.

The Technical Review sub-committee reviews submissions for the Curriculum and General Education Committee to ensure accuracy of information, technical errors, relationships to other programs or degrees, proper library and support services, etc.

The Student Learning Outcomes Assessment Steering Committee (SLOASC) reviews SLOs to ensure quality, alignment to program and institutional outcomes.

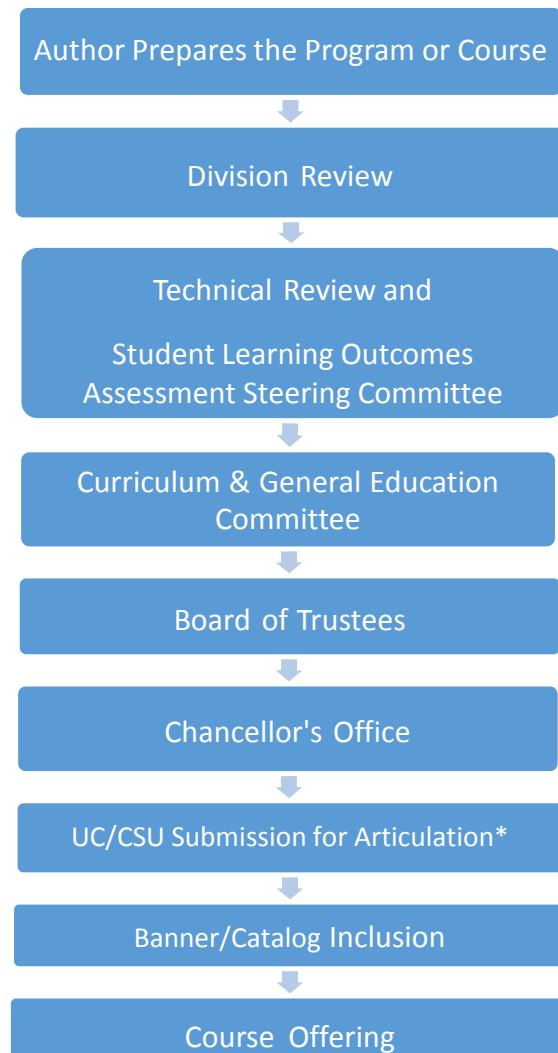
Self-Evaluation:

The Curriculum and General Education Committee shall:

- Review/evaluate their performance at the end of each academic year
- Review/evaluate the Committee Charter at the beginning of each academic year

District Curriculum Approval Process:

The following chart designates the responsibility, review, and approval process that has been approved by the Board of Trustees (new flow chart not yet approved by the Board) and is in Taft College's Administrative Procedure (AP 4020):



(Dates to be added to the document upon vote)

Signature of Academic Senate President: _____

Date Approved by the Academic Senate: _____

Signature of the President/ Superintendent: _____

Date Reviewed by the Governance Council: _____

Date adopted by the Board of Trustees: _____