Curriculum Job Descriptions and Responsibilities

Curriculum Committee Member

- Reviews agenda and assigned curriculum, reads proposals before each meeting
- Offers suggestions and input on courses/programs for course developers before and during CIC meetings
- Attends CIC meetings
- Reports on curriculum issues and requests faculty input on curricular issues in their own area division
- Assists colleagues with curriculum development and revision

Vice President, Academic Affairs

- Serves as a non-voting member of CIC and attends CIC meetings
- Acts as part of the technical review team to offer input and feedback before courses proceed to the CIC agenda
- Acts as a latter step of the final review of courses/programs after they have been approved by CIC

CIC Chair

- Acts as the final stage of technical review. Once technical review changes are made the CIC chair places the course/program on the agenda for first reading
- Works with the Instruction Office Specialist to develop curriculum committee meeting agendas, minutes, and to address general curriculum issues
- Serves on the Academic Senate Executive Committee to communicate curriculum issues; provides a regular report on CIC accomplishments and happenings; this includes deadlines for launching courses, programs, and revisions
- Serves on the Institutional Effectiveness Committee as a voice for college curriculum to contribute to the dialogue of the college's mission, master educational vision, strategic direction, department and unit goals, community needs, and student success
- Attends the Curriculum Institute sponsored by the California Community College Statewide Academic Senate
- Moves course and program proposals through the approval process in eLumen
- Maintains detailed tracking of course and program proposals throughout the curriculum process
- Leads the CIC meetings, and is a voting member
- Meets with faculty developers to assist in curriculum development