



CURRICULUM AND INSTRUCTION COMMITTEE BYLAWS

Mission

The Curriculum and Instruction Committee, here after known as CIC, is a standing campus committee which advises the Vice President for Instruction. This committee encourages and fosters curriculum development and faculty participation in program planning and coordination of the college curriculum and maintenance of academic standards.

Function

The CIC has primary responsibility for developing and reviewing the policies and guidelines related to program planning and coordination of curriculum, instruction and maintenance of academic standards. The committee will advise the Vice President for Instruction on instructional issues. The Vice President for Instruction will respond in writing to all formal CIC recommendations within a reasonable period of time. Matters which must be brought before the Curriculum and Instruction Committee include the following:

1. Review of current degree and/or certificate programs and courses as well as all 080 and 090-level English, math, and ESL courses and programs.
2. Revision of current degree and/or certificate programs and courses that generate FTE's, as well as all 080 and 090-level English, math, and ESL courses and programs.
3. Origination of degree and/or certificate programs and courses that generate FTE's, as well as all 080 and 090-level English, math, and ESL courses and programs.
4. Review of student learning outcomes.
5. Review of matters pertaining to academic standards, such as college grading policy, course withdrawal policies, program admission requirements, academic probation policy, and modes of delivery.
6. Assessment for both student outcomes and student placement, i.e., changes in test scores or prerequisites.
7. Any curriculum or academic standards related issues brought to the committee by the administration, staff, Faculty Senate, United Students Association, College Council, or college faculty.

Membership

The CIC consists of 14 voting members from full or part-time faculty (five from academic transfer and five from professional/technical, one from general studies, one librarian, one from the BA program, and one counselor). The membership represents as many disciplines of the college as possible. Members are elected by their respective units for two-year terms. The Vice President for Instruction, an administrator from academic programs and an administrator from professional/technical programs serve as non-voting, ex-officio members.

Alternates are elected in the same manner. Terms will be staggered with half of the faculty elected each year. Members may not serve more than two consecutive terms. Alternates are encouraged to attend all meetings and keep current with committee business. Alternates vote only when they are representing another member of the CIC. In the event that an alternate member is needed to replace a standing committee member, the committee shall seek a substitute for the alternate immediately. The replacement must be a faculty member from the same educational area (Academic, Professional/Technical, Library, Counselor, or General Studies), as the previous alternate. The replacement shall be recruited from the previous election results (if available) and voted on at the next scheduled meeting of the full committee, following the appointment of the current alternate to the standing committee. In the event there is no one in the appropriate replacement pool from the elections, a member will be actively recruited from the area. A majority of two-thirds or greater shall be required to confirm the new alternate.

Duties/tasks of the Curriculum and Instruction Committee:

The CIC will establish three (3) standing subcommittees:

- Program and Course Origination
- Program and Course Revision
- Curriculum and Assessment Review (at the certificate and/or degree level).

Each of these subcommittees shall report regularly to the CIC. Joint Meetings of Subcommittees will be used to address program/course submissions that overlap subcommittee areas of responsibilities.

The CIC will respond to issues brought before the committee in a timely manner. Short term programs/courses, of two quarters or less, are **excluded** from the Origination, Revision and Review process. These are approved by the VP for Instruction with the appropriate Dean. The CIC may also establish task forces and subcommittees to address issues that require further study and consideration. Task forces and subcommittees may have members who are not members of the CIC.

Rights

The chair of the CIC will receive reassigned time or other compensation as negotiated.

Attendance

All elected members need to contact an alternate and/or notify the committee Chair and/or the Vice Chair if they are unable to attend meetings. After three consecutive absences, the committee Chair will recommend that the alternate become the active member.

Quorum

A quorum consists of 50% plus one of the current elected members.

Officers

After the completion of the election, committee members will elect from among their membership a Chair and Vice Chair.

These officers will take office Fall quarter. The Chair and Vice Chair will serve a one-year term.

The Chair and Vice Chair should be tenured faculty members if possible. In addition to the standard responsibilities for convening and conducting meetings, the Chair:

1. develops agenda items with the recording secretary.
2. makes provisions for recording and distributing minutes of the CIC meetings to include publication of the agenda.
3. ensures the development and acceptance of short-range objectives and long-range goals for the CIC.
4. informs the Vice President for Instruction in writing of policies recommended by the CIC
5. works with the Vice President for Instruction to provide an annual review of those recommended CIC policies which were formally adopted and assesses the regulations and procedures implemented.
6. facilitates orientation for new members
7. forms an election committee at the first meeting of spring quarter.

The Vice Chair will assume the duties of the Chair if the Chair is unavailable.

The Secretary will be appointed by the Vice President for Instruction.

Elections

An elections committee will be formed at the first meeting of spring quarter. The committee will encourage nominations, prepare a ballot, publicize and coordinate the election, and report the result to the CIC. New members will assume duties at the beginning of the fall quarter following their election. The entire SSCC community will be notified of election results within five working days from the close of the election. At the last meeting of Spring Quarter, CIC will elect the chair whose responsibilities will begin the following Fall Quarter. The newly-elected members will be invited to the CIC meeting during which the election of the chair will take place. New members will be allowed, but not required, to vote.

Meetings

All business will be transacted in meetings open to the entire college community and minutes will be distributed by e-mail and will be available to the entire campus.

Provisions will be made in the college calendar each quarter for the scheduling of common meeting times for transacting CIC business.

An agenda for each scheduled CIC meeting will be prepared and posted at least three business days prior to the meeting. Minutes of each general session will be prepared, distributed, and posted at least five days prior to the next regular meeting.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the CIC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CIC may adopt.

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the CIC by a two-thirds vote of those members present provided that the amendment has been submitted in writing to all CIC members and alternates at least fourteen days prior to the meeting.

Bylaws Adopted: 7/23/96
 Revised 1/29/97
 Revised 9/97
 Revised 4/10/98
 Revised 1/11/99
 Revised 5/24/2002
 Revised 6/04/04
 Revised 12/1/06
 Revised 6/6/08
 Revised 5/11/09
 Revised 10/18/2010