CURRICULUM AND INSTRUCTION COMMITTEE BYLAWS

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Mission
The Curriculum and Instruction Committee, hereafter 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, origination and revision of current degree and/or certificate programs and courses that generate FTE’s as well as 080 and 090-level English, math, ESL and IEP courses and programs.
2. Review and make recommendation on matters pertaining to academic standards. Either deemed important by the committee or brought to the committee’s attention by faculty, staff administration, other SSC committees or the campus community.
3. Final Student Learning Outcomes (SLOs) are approved by the Curriculum and Instruction Committee and the Vice President of Instruction.
Membership

Voting Members
The CIC consists of 15 voting members from full or part-time faculty (five from Academic Programs and five from Professional/Technical, one from Basic and Transitional Studies, one Librarian, one from the Bachelor of Applied Science Programs, one from International Programs 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. Terms will be staggered with half of the faculty elected each year. Members may not serve more than two consecutive terms.

Elections
Members are elected by their respective units for two-year terms. In the event elections are not able to fill member or alternate vacancies, members or alternates may be appointed.

Alternates
Alternates are elected in the same manner. 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 request a substitute for the alternate immediately. The replacement must be a faculty member from the same educational area (Academic Programs, Professional/Technical, Library, Counselor, Basic and Transitional Studies or International Programs), as the previous alternate.

Ex-Officio
The Vice President for Instruction and any dean, associate dean, administrator or designee of any division with faculty direct reports may serve as an ex-officio member on the committee. A primary responsibility of the ex-officio member is to ensure that vacant voting and alternate member slots are filled from their division. The student services ex-officio member will provide insight on prerequisites, special designations and other degree requirements.
Duties/tasks of the Curriculum and Instruction Committee:

The CIC will respond to issues brought before the committee in a timely manner. Short term programs/courses, of two quarters or fewer, are excluded from the Origination, Revision and Review process. These are approved by the VP for Instruction with the appropriate Dean.

Subcommittees and Taskforces

The CIC will establish standing subcommittees. Current subcommittees include:

- Program and Course Origination
- Program and Course Revision
- ELearning Mode *
- Curriculum and Assessment Review (CARs) **

Subcommittees may be configured as needed. Subcommittees shall report regularly to the CIC.

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.

* The CIC will be adopting a new process related to the approval of hybrid and fully online courses. Effective July 1, 2015 any course (with hybrid/fully online modes) granted approval by the CIC will receive provisional approval and need to address the new process once new actions steps are in place, to obtain permanent approval.

**The responsibilities and functions of the former Curriculum and Assessment Review (CARs) subcommittee have been provisionally transferred to SPARC’s Assessment Subcommittee (ASC) as detailed in the December 8th 2015 motion. (Appendix 1)

Provisional Approval

Provisional status can be awarded to courses (originated or revised):

- When issues related to the course’s approval cannot be answered or addressed without running the course.
- When concerns about a course meeting the criteria for approval can be better addressed with data and evidence obtained by running the course.
- When timing issues (not the fault of the requestor) prevent the course from going through the normal approval process.
- At the request of the VPI.

Courses may be run on provisional status for three quarters during or after which time they should be submitted for the normal approval.
The following information should be provided by submitters seeking provisional approval.

1. Why are you seeking provisional approval for this course?
2. If provisional status is being sought due to a deficiency of information required for the normal approval process. How do you plan to address this when the course is presented for normal approval? (Or what results are needed to show the course should obtain approval in the normal process?)
   • What instrument will you use or what data will you collect?
   • What evidence will you present?

Service Level Agreement (SLA)

In support of our mission, the CIC adheres to the following Service Level Agreement:

Completed course approval requests that meet the guidelines for approval (as detailed in the guide and checklist) will be reviewed for approval within 6 weeks*.

• Incomplete courses and/ or those that do not meet the guidelines will not be reviewed until they are complete and meet the guidelines at which time the 6 week* time period begins.

• In the event a decision on course approval is not made within the 6 week* timeframe the course may be granted provisional approval. Once the course is approved through the regular process, the provisional approval designation will be dropped.

*The 6 week time period is only in effect when CIC is in session, during the academic school year and does not include summer quarter, breaks or holidays. The 6 week time period begins on the date of the first CIC meeting following the submission of the course. Issues about the application of the SLA or the eligibility of a course for provisional approval will be decided by the VPI.

Deadlines for Approval

The CIC has established the following deadlines for submission of course and program originations, revisions, and adoptions. Please submit these materials in accordance with the dates listed below to minimize challenges posed by the CIC’s workload and campus deadlines.

<table>
<thead>
<tr>
<th>Courses submitted by:</th>
<th>Will be approved for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Winter</td>
<td>Fall</td>
</tr>
<tr>
<td>Spring</td>
<td>Winter</td>
</tr>
</tbody>
</table>
Rights

The chair (individual or shared) of the CIC will receive reassigned time or other compensation as negotiated.

Attendance

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

Faculty nonattendance due to class scheduling
CIC members whose class schedules prevent them from participating in the CIC may request the alternate attend in their place (for one quarter). If member is unable to attend for more than one quarter, they should excuse themselves and request a new representative from their department/ division.

Attendance of faculty without a teaching assignment
CIC members without a current teaching assignment (excluding summer), may participate in the CIC (for one quarter). Beyond that, they should excuse themselves and request a new representative from their department/ division.

Quorum

A quorum consists of 50% plus one (8) of the current elected members and/ or their currently serving alternates.
Officers

After the completion of the election, committee members will elect from among their membership a Chair. The chair position may be filled by an individual or shared. Optionally a Vice Chair may also be elected. The Vice Chair will assume the duties of the Chair if the Chair is unavailable. The chair should have served on CIC for at least one year, not necessarily the year immediately prior to their term. The Secretary will be appointed by the Vice President for Instruction.

These officers will take office fall quarter. The Chair and Vice Chair will serve a one-year term, with a two consecutive term limit*.

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.

*Members may not serve more than two consecutive terms.
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 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
- Revised 5/12/2014
- Revised 5/10/2016
- Revised 11/15/16
- Revised 06/13/17
Appendix

Appendix 1
The Curriculum and Instruction Committee (CIC) provisionally recommends moving the Curriculum and Assessment Review (CAR) Subcommittee and its functions to SPARC’s Assessment Subcommittee (ASC), contingent upon the following:

1. ASC agrees to provide ongoing and regular submission of reports related to Internal Program Assessment (IPA) to the CIC, generally within one quarter of IPA completion.

2. IPA is formed by a faculty majority. No decisions or action will transpire at any meeting where there is not a faculty majority present. Faculty need not be current members of CIC.

3. Expansion of IPA beyond professional-technical instructional areas requires formal vote of the CIC.

4. CIC reserves the right to recall IPA from ASC, or any other future designated subcommittee.

5. This relationship between CIC and ASC will be codified in CIC By-laws.

6. This provisional agreement is in effect until the end of the 2017-18 academic year, at which time the CIC will evaluate the effectiveness of the change.