

RED ROCKS COMMUNITY COLLEGE
CURRICULUM COMMITTEE BYLAWS
(Revised October 12, 2017)

- I. Membership
 - A. The Curriculum Committee will be composed of the following voting members who will be approved by the Vice President of Instruction and the Faculty Senate.
 - 1. At least seven faculty members, including the State Faculty Curriculum Committee (SFCC) representatives, divided between Career and Technical Education (CTE) and academic disciplines. One of these members may be an adjunct instructor.
 - B. The Curriculum Committee will also include the following non-voting members:
 - 1. The Senior Coordinator from Instructional Services,
 - 2. One member from the Academic Advising department,
 - 3. One instructional dean.
 - C. The Curriculum Committee will also include non-voting ex-officio members as determined by the Vice President of Instruction.
- II. Committee Function
 - A. The Committee will review, analyze, and make recommendations to the Vice President of Instruction on matters pertaining to the following:
 - 1. Substantive changes, additions, and deletions in all instructional courses offered.
 - 2. Courses to be entered in the RRCC and CCNS course databases.
 - 3. Forms, curriculum, and policies as needed.
 - B. Committee members will serve as mentors for faculty who are developing and revising curriculum.
- III. Committee Operation
 - A. The committee will establish procedures that include a meeting schedule, deadlines for submitting material to the committee, and a method of notifying appropriate personnel of actions taken.
 - B. Minutes will be distributed to the RRCC Instructional VP and Deans, Full-Time Faculty, Academic Advisors, and other individuals/groups as appropriate.
 - C. Appointments to the committee will be for a minimum term of two years. A Committee Chairperson and Secretary will be elected by Curriculum Committee members each spring for the following year. The Chair position must be held by either a full-time or part-time faculty member.

- D. Individual members must have served on the Committee for at least one (1) year before running for Chairperson and served on the Committee for at least one (1) non-summer semester before running for Secretary.
 - E. A quorum will consist of over half the voting members.
 - F. Curriculum approval or denial requires a two-thirds vote of the voting members present.
 - G. The bylaws will be reviewed and revised as needed. The Chairperson will then publish the approved bylaws.
- IV. Curriculum Proposal and Guide Approval Procedures
- A. Faculty members, department chairs, and instructional staff (i.e., Program Directors, the Vice President of Instruction, and Deans) may initiate a Curriculum Proposal Form (CPF). All necessary forms are available online.
 - B. Deadlines for curriculum submission will be distributed as needed.

Curriculum Committee Job Descriptions

- I. Chairperson
 - A. Establishes agendas and conducts meetings.
 - B. Oversees the submission, review, and approval of curriculum guides.
 - C. Acts as liaison between CCNS and RRCC Curriculum Committee.
 - D. Acts as liaison between initiators and the committee.
 - E. Works with the Secretary to maintain records.
 - F. Represents the views of the committee at Faculty Senate meetings, as needed.
- II. Secretary
 - A. Takes minutes during meetings.
 - B. Distributes minutes, which include lists of approved and disapproved CPFs.
 - C. Assists the Chairperson as needed with written correspondence.
- III. Instructional Services Production Coordinator
 - A. Ensures that approved curriculum is listed in the CCNS database.
 - B. Acts as liaison between CCNS and RRCC Curriculum Committee.
 - C. Reviews, edits, and accepts RRCC curriculum cover sheets.
- IV. Ex-Officio member appointed by the VP of Instruction.
 - A. Serves as a liaison between the Committee and administrators, specifically the Vice President of Instruction.
 - B. Assists the Chairperson, Secretary, and Instructional Services Production Coordinator as needed.
- V. Committee Members
 - A. Diligently maintain academic integrity and standards regarding curriculum proposals.
 - B. Review, evaluate, and approve or deny submitted curriculum proposals.
 - C. Attend committee meetings. Two or more missed meetings in a year are grounds for removal from the committee by the committee chair, VPI, or Senate president. Arranging for a substitute counts as attendance.
 - D. Assist curriculum proposal initiators with submissions.
 - E. Stay current with CCNS policies and procedures.