MERRITT COLLEGE CURRICULUM COMMITTEE (MCCC)

PURPOSE

The Curriculum Committee, a committee of the Academic Senate, makes recommendations on matters pertaining to curriculum and instruction to the Academic Senate, Vice President of Instruction, and Board of Trustees.

CHARGE

1. To review and make recommendations on all curricular matters, including approval of new programs and courses, course modifications or deactivations, prerequisites and corequisites, and placement of courses within disciplines.
2. To review and evaluate courses and programs periodically and make recommendations.
3. To review and recommend changes in general education and graduation requirements.
4. To recommend procedures and policies affecting curriculum.
5. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the *California Code of Regulations*, and to maintain authority delegated by the California Community Colleges Chancellor's Office.

MEMBERSHIP

Voting

1. Six faculty representatives, preferably three from each instructional division with at least one from a Career Education discipline, appointed by the Academic Senate
2. One faculty counselor appointed by the Academic Senate
3. One faculty librarian appointed by the Academic Senate
4. One classified professional staff from Student Services appointed by the Vice President of Student Services
5. One student representative appointed by the Associated Students of Merritt College (ASMC)
6. Articulation Officer (ex officio)
7. Curriculum Specialist (ex officio)
8. Distance Education Coordinator or Distance Education Committee Chair (ex officio)

Non-Voting

9. The Vice Presidents and Instructional Deans are ex-officio, non-voting members and will regularly attend Curriculum Committee meetings to participate in discussion on matters that affect their areas.

APPOINTMENTS, VACANCIES, AND ELECTION OF OFFICERS

1. Terms of office for all members, except the student representative, shall be two years with no term limits. The term of office for the student representative shall be one year, with voting privileges conferred starting the second semester. If reappointed, the student representative shall have voting privileges for the full term of the reappointment.
2. During March of each year, the Curriculum Committee Chair will inform the Academic Senate President of any vacancies for the following year. Appointments to fill those vacancies will be forwarded to the Curriculum Committee Chair by March 30.
3. A vacancy may be declared when a member is absent from three Curriculum Committee meetings within one semester.

4. If an appointed position becomes vacant during the regular school year, the Curriculum Committee Chair will notify the appropriate party to appoint a replacement within two weeks to serve the remainder of the term.
5. The officers of the Committee shall consist of the Chair-Elect, Chair, and Past Chair. The officers serve staggered one-year terms for a total of three years of participation. Following one year of service as Chair-Elect, the Chair-Elect shall succeed to the office of Chair. Following one year of service as Chair, the Chair shall succeed to the office of Past Chair.
6. In May, the Curriculum Committee will select a Chair-Elect from among its faculty members, subject to the advice and consent of the Academic Senate.

OFFICER DUTIES

Chair

- Prepare the agendas with the help of the Curriculum Specialist
- Conduct the council meetings.
- Set the calendar of council meetings.
- Keep informed of curriculum standards (including Title 5, the CCCCO Program and Course Approval Handbook, the Peralta Program and Course Approval Handbook, intersegmental and accreditation standards).
- Supervise the orientation of new members and on-going training of continuing members.
- Assist discipline faculty in the curriculum development process
- Assure that committee functions take place smoothly: Technical review, prerequisite review, distance education review, library sign-off, and program review reports to the committee.
- Report regularly to the Academic Senate.
- Present final version of curriculum recommendations to the Council on Instruction, Planning, and Development (CIPD).
- Review catalog drafts for concurrence with approved changes.

Chair-Elect

- Shadow the Chair to gain experience and to learn the duties of the office
- Facilitate meetings in the absence of the Chair
- Serve out the term of the Chair in case of vacancy
- Assist the Chair as needed

Past Chair

- Assist in officer transitions
- Provide leadership continuity and historical knowledge of committee activities
- Mentor the Chair and Chair-Elect
- Assist the Chair as needed

PROCEDURES

1. Regular meetings will normally be held twice a month, but shall meet at least once a month, during the regular academic year. The Curriculum Committee Chair may call extra meetings if special needs require them.
2. A quorum will be six of the active voting members. A quorum must be present in person at the physical meeting location for the Curriculum Committee to conduct official business. Voting members are expected to attend meetings in person to fully participate in the proceedings.

3. The Curriculum Committee Chair and the Curriculum Specialist, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least two weeks prior to the scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the college community at least 72 hours preceding a scheduled meeting:.
5. Individuals with business before the Curriculum Committee are required to be present, or to send a knowledgeable representative, when that business is on the agenda. Items for which there is no appropriate representation present may be postponed to a later meeting at the discretion of the Chairperson.
6. When considering a proposal, the Curriculum Committee may vote to approve, to disapprove, or to refer the proposal back to the originator with instructions to revise.
7. At least once a month the Curriculum Chairperson (or his/her designee) will present to the Academic Senate, in person or in writing, a report of all official actions taken by the Curriculum Committee.
8. Only actions that are approved by the Curriculum Committee and reported to the Academic Senate, reviewed by the Vice President of Instruction/President will be forwarded to the District Council on Instruction, Planning and Development (CIPD), and the District Chancellor and Board of Trustees for final approval.
9. On a regular basis the Vice President of Instruction will report to the Curriculum Committee any matters considered by the Institutional Effectiveness Committee that pertain to procedures or policies related to curriculum.
10. The Curriculum Specialist will record and distribute minutes and other pertinent materials.

AMENDMENTS

Amendments to the bylaws of the Curriculum Committee are made by written and adopted resolution of the Academic Senate after consultation with the Curriculum Committee and the Vice President of Instruction, provided that such amendments do not conflict with the policies of the CIPD.

Approved by Curriculum Committee, May 8, 2025
Ratified by Academic Senate, May 15, 2025