**BCC Curriculum Chair and Chair-Elect**

**Description of Duties and Responsibilities**

Overview of Position

The Berkeley City College Curriculum Committee (BCC-CC) is a subcommittee of the Academic Senate and a shared governance committee. It makes its recommendations to the Academic Senate as well as to the Vice President of Instruction on matters relating to curriculum and instruction. It also advises on policy and procedures related to academic offerings to the district’s Council on Instruction, Planning, and Development (CIPD). Berkeley City College faculty are charged by Title 5 with the primary responsibility for making recommendations on behalf of the Academic Senate in the areas of curriculum and academic standards. The BCC-CC is the preeminent body for the development and recommendation of curricular policy and procedures to include philosophy, goals, strategic and long-range planning. The BCC-CC shall coordinate, evaluate, and review the college’s curriculum to encourage innovation and excellence in instruction. The curriculum committee’s main function is to manage the development, renewal, and recommendation of curriculum to be approved by the Board of Trustees. This responsibility is fulfilled by performing functions including but not limited to the following:

1. To review and make recommendations, on behalf of the Academic Senate, on all curricular matters, including approval of new programs and courses, course revisions, reactivations, or deactivations, pre-requisites and co-requisites, placement of courses within disciplines, and additional review as to appropriateness of Distance Education courses.

2. To review and evaluate courses and programs periodically and make recommendations.

3. To review and recommend changes in general education requirements and graduation requirements.

4. To recommend procedures and policies affecting curriculum, including but not limited to approval processes for courses and programs of study.

5. To engage in self-directed study, to meet the regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor’s Office.

6. To educate the Berkeley City College community regarding ongoing curriculum issues and needs.

7. Facilitate the Curriculum Committee's engagement in the development and writing of Standard II of the college's Institutional Self Evaluation Report (ISER).

Reporting

Academic Senate President

Vice President of Instruction

**Job duties and Responsibilities of the Chair**

The term of service for the committee Chair is two years with a commitment to serve as incoming Chair-Elect for one year, Chair for the 2-year term, and as Outgoing Chair for one year.

Anyone elected to the Chair position may only serve a maximum of two terms. A third term is possible with approval from the Academic Senate.

The role of the Chair includes the following:

1. Work with the Curriculum Specialist to

a. Prepare the agendas for Technical Review, Curriculum Committee, and CIPD meetings

b. Set the calendar of BCC-CC meetings.

c. Ensure that all the documents submitted to CIPD are accurate and complete

2. Conduct the BCC Curriculum Committee meetings.

3. Edit minutes for accuracy prior to distribution for approval.

4. Keep informed of curriculum standards (including Title 5, the California Community Colleges Program and Course Approval Handbook, the Peralta Program and Course Approval Process Manual, intersegmental and accreditation standards). This includes attendance at the annual Academic Senate California Community Colleges (ASCCC) Curriculum Institute and/or other essential statewide curriculum meetings.

5. Supervise the orientation of new members and on-going training of continuing members in curriculum development and revision, as well as the use of the curriculum management system.

6. Assist discipline faculty in the curriculum development process.

7. Assure that BCC Curriculum Committee functions take place smoothly: Technical review, prerequisite review, Student/Program Learning Outcome development, distance education review, library sign-off, and program review reports to the BCC Curriculum Committee.

8. Report regularly to the Academic Senate.

9. Review catalog drafts for concurrence with approved changes.

10. Serve on CIPD and present final version of curriculum recommendations to CIPD and the Board of Trustees.

11. Represent the college in curriculum matters as needed.

12. Facilitate the Curriculum Committee's engagement in the development and writing of Standard II of the college's Institutional Self Evaluation Report (ISER).

**Job duties and Responsibilities of the Chair-Elect:**

The term of service for Chair-Elect is one year. The role of the Chair-Elect includes the following:

1. Conduct any meeting at which the Chairperson is not in attendance.

2. Serve on CIPD.

3. Keep informed of curriculum standards (including Title 5, the Program and Course Approval Handbook, the Peralta Program and Course Approval Process Manual, intersegmental and accreditation standards). This includes attendance at the annual ASCCC Curriculum Institute and/or other essential statewide curriculum meetings.

4. Assist discipline faculty in the curriculum development process.

Note: The Chair-Elect must be a current or past faculty member of the Curriculum Committee. In the event that no one from the current or past curriculum committee members volunteers to be chair elect, the nomination will be opened to all faculty.

**Job duties and Responsbilities of the Outgoing-Chair**

The term of service for the Outgoing-Chair is one year. The role of the Outgoing-Chair is the same as that of the Chair.

Assignment Duration

AY 2020-21: Incoming Chair-Elect (& Co-Chair with Outgoing Chair)

AY 2021-22 and 2022-23 Chair

AY 2023-24 Outgoing Chair (& Co-Chair with New Chair-Elect)

Compensation

* As Chair 0.4 FTE per term for a total of 0.8 FTEF for the academic year
* Chair-Elect and Outgoing Chair share the assignment, each receiving 0.2 FTEF per term, for a total of 0.4 FTEF each for the academic year (i.e. 0.8 FTEF for two positions combined)