

BCC Curriculum Chair, Outgoing-Chair, and Chair-Elect

Description of Duties and Responsibilities

Overview of Position

The Berkeley City College Curriculum Committee (BCC CC) is a standing committee of the BCC Academic Senate. Its charge is as follows:

- Review all curriculum proposals to ensure that they are appropriate to, and further the mission of, BCC; that there is a need for the proposed curriculum in the community we serve; that the proposals adhere to curriculum standards as given in Title 5, and as given by accrediting agencies and other relevant external bodies; that the college has adequate resources to maintain the proposed curriculum; and that the proposals comply with all applicable laws and regulations.
- Review existing courses and programs periodically to ensure that they meet the standards cited above, and help departments plan for and enact any appropriate changes in their curriculum in the light of that review.
- Maintain and publicize to the college policies and procedures concerning the development, review, and approval of curriculum that are clear and efficient, and ensure that the standards cited above are met.
- Review general education requirements and graduation requirements for the Associates of Arts and Associates of Science degree, and make recommendations if necessary
- Review district-level policies and procedures that concern the development, review, or approval of curriculum, and make recommendations if necessary

Reporting

- All curriculum proposals, except for minor course updates, are forwarded to CIPD for approval, which then forwards proposals approved by CIPD to the Board of Trustees.
- Resolutions are forwarded to the BCC Academic Senate.

Job duties and Responsibilities of the Chair

The term of service for the committee Chair is two years. But whoever is elected as Chair will co-chair the Curriculum Committee with the Outgoing-Chair for one year before their first term as Chair begins. They must also serve as Outgoing-Chair for the year following the final year of their last term as Chair.

Anyone elected to the Chair position may serve a maximum of two terms in that role, unless the Academic Senate grants approval for that person to serve an additional term.

So the position of Chair carries with at least a four year commitment---one year as Chair-Elect, two years as Chair, and one year as Outgoing-Chair---and would involve a six year commitment if occupied for the typical two terms---one year as Chair-Elect, four years as Chair, and one year as Outgoing-Chair.

The role of the Chair includes the following:

1. Work with the Curriculum Specialist to
 - a. Set the calendar of BCC CC meetings and office hours.

- b. Prepare the agenda for Curriculum Committee meetings.
2. Conduct the BCC CC meetings, and follow up on outstanding items from each meeting.
3. Keep informed of curriculum standards (including Title 5, the California Community Colleges Program and Course Approval Handbook, the Peralta Program and Course Approval Handbook, and 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.
4. Assure that there is a clear and efficient curriculum approval process. This includes maintaining and publicizing informational material for faculty on how the process works, and on how to use the curriculum management system.
5. Help departments develop plans for their curriculum, and assist them in carrying out those plans. Ensure that urgent items are completed.
6. Facilitate completion of college-wide curriculum projects, e.g., updating DE addendums college-wide in response to COVID-19.
7. Attend CIPD meetings. Work with district colleagues to ensure that shared curriculum is consistent across the district, and that any updates to shared curriculum are carried out simultaneously. Advocate for appropriate changes to district wide policies, procedures, and forms.
8. Supervise the orientation of new committee members and on-going training of continuing members in curriculum standards, committee policies and procedures, and the use of the curriculum management system.
9. Manage all workflows within the curriculum management system.
10. Assist the college in producing its Institutional Self Evaluation Report (ISER), specifically its response to Standard II.
11. Represent the college in curriculum matters as needed.

Job duties and Responsibilities of the Outgoing-Chair

The term of service for the Outgoing-Chair is one year. During that year, the Outgoing-Chair will co-chair the committee with the Chair-Elect. The role of the Outgoing-Chair is the same as that of the Chair.

Job duties and Responsibilities of the Chair-Elect:

The term of service for Chair-Elect is one year. During that year, the Chair-Elect will co-chair the committee with the Outgoing-Chair. The role of the Chair-Elect includes the following:

1. Conduct any meeting at which the Outgoing-Chair is not in attendance.

2. Attend CIPD meetings.

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. Help departments develop plans for their curriculum, and assist them in carrying out those plans. Ensure that urgent items are completed.

It is expected that whoever serves as Chair-Elect will take on more responsibilities from the Outgoing-Chair the more time that they serve as Chair-Elect.

Assignment Duration

If only serving one term as Chair:

- AY 22-23: Chair-Elect
- AY 23-24 and 24-25: Chair
- AY 25-26: Outgoing-Chair

If elected to a second term as Chair:

- AY 22-23: Chair-Elect
- AY 23-24, 24-25, 25-26, and 26-27: Chair
- AY 27-28: Outgoing-Chair

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)