

WHCC Curriculum Roles

Discipline Faculty

- Consult and coordinate with District discipline faculty, particularly if the proposal falls under the Rule of 7.
- Initiate the curriculum revision or creation, using WHCC, ASCCC, and CCCCCO resources.
- Consult with the Librarian regarding learning resources and information competency.
- Consult with the Articulation Officer regarding transferability, articulation, and C-ID.
- Attend the Curriculum Committee meeting when the proposal is at 1st Reading to respond to questions and, if necessary, revise as requested by the committee.

Chief Instructional Officer

- Consult with discipline faculty as needed during the creation and revision process.
- Provide feedback regarding proposal implications to discipline areas and the college.
- Evaluate the educational and administrative impact of curriculum proposals.

Learning Area Representatives

- Advise, consult, and assist faculty with proposal procedures including workflow, use of curriculum resources, TRC revisions, etc.
- Provide regular and timely information to learning areas regarding committee actions and discussions.
- Represent the learning area at Curriculum Committee meetings.
- Represent discipline faculty proposals when they are unable to attend meetings.

Curriculum Committee Chair

- Conduct regular and periodic Curriculum Committee Meetings.
- Maintain an accurate Curriculum Committee website/portal page that includes timely agendas and minutes.
- Maintain an accurate and easily accessible inventory of approved course outline of records and programs.
- Maintain a course outline of record update schedule.
- Assist the CIO in the preparation of the Curriculum Action Report.
- Attend District Educational Coordinating Council meetings.
- Take direction from the Academic Senate when appropriate.
- Prepare a Curriculum Handbook.
- Attend the Academic Senate Curriculum Institute.
- Assist the Accreditation Liaison Officer and Chief Instructional Officer in order to maintain compliance with accreditation standards, Title 5, and Chancellor's Office regulations as they pertain to the responsibilities of the campus and district Curriculum Committees.
- Provide or arrange assistance for faculty in the development and preparation of curriculum proposals.
- Provide regular, written communications to constituents and other interested parties regarding activities, events, and actions.

Articulation Officer

- Guide discipline faculty in the initiation and maintenance of UC/CSU/IGETC transfer curriculum
- Guide discipline faculty in the initiation and maintenance of UC/CSU/IGETC GE courses

- Guide discipline faculty in the development and maintenance of articulation agreements
- Provide guidance and input regarding curricular changes and their impact on transfer
- Submit articulation proposals and monitor submissions to ASSIST, CID, etc.

Curriculum Committee

- Review and recommend action on revised and new curriculum proposals.
- Ensure that proposals meet college, district, and state goals and criterion.
- Ensure that proposals adhere to external regulatory requirements such as CCCCCO, ACCJC, etc.
- Review and approve courses to be included in WHCC’s General Education pattern.
- Review and recommend courses to be included in CSU Breadth and IGTEC patterns.
- Review and provide guidance for the development, implementation, and assessment of college, district, and state regulations pertaining to curriculum.

The Curriculum Committee is a sub-committee of the Academic Senate. The Curriculum Committee is comprised of the following membership:

VOTING MEMBERS

Allied Health Faculty Representative
 Arts and Letters Faculty Representative
 Career and Technical Education Faculty Representative
 Kinesiology and Social Sciences Faculty Representative
 Science, Technology, Engineering, and Math Representative
 Student Services Faculty Representative
 Articulation Officer Faculty
 Chief Instructional Officer
 Curriculum Faculty Co-Chair (only votes for quorums and tie-breakers)
 Student Representative

NON-VOTING MEMBERS

Technical Review Committee members (varies)
 District Academic Services Manager
 Curriculum Specialist

COMMITTEE ROLES

1. Rule of 7/Catalog Checker - Erin
2. Distance Education Diva - Rhonda
3. Textbook Checker/ISBN Corrector - Atif
4. MIS Data Dude - Chris
5. OER Guide - Melissa