

Curriculum Committee Self-Evaluation Report
Spring 2016
Submitted to Academic Senate

The Curriculum Committee began a self-evaluation of its charter and membership (included in this document) at the spring curriculum training held on Tuesday, January 19, 2016. A SWOT (Strengths, Weaknesses, Obstacles, and Threats) analysis was completed to identify strengths and weaknesses of the committee's processes and procedures, and to identify opportunities for improvement and make recommendations to the MJC Academic Senate.

Actions Resulting from Self-Evaluation

#1: Revise the CurricUNET website homepage and move some of the lesser used links from the home page to other pages.

Rationale: The numerous links to videos and various resources are confusing, especially to personnel who do not use the system regularly.

#2: Release proposals scheduled on agendas as early as possible so members would have more time to review.

Rationale: When the proposals are forwarded from technical review level to committee member level 5-6 days before a meeting, the committee members may review them during the week instead of the weekend.

#3: Curriculum Committee meeting agendas will be e-mailed to the _MJC Everyone at MJC distribution list. Agendas are also posted online to allow access to the general public.

Rationale: Not all faculty members know when their course proposals are included on an agenda. E-mailing the agenda will provide faculty quick access to Curriculum Committee meeting information.

Respectfully submitted,
Curriculum Co-Chairs,
Barbara Adams (Elected by Committee) and Steve Amador (Academic Senate Vice President)

Modesto Junior College Curriculum Committee

A. Charter

The Curriculum Committee, a standing committee of the Academic Senate and college, makes recommendations to the Yosemite Community College District Board regarding:

- New courses and programs
- Modifications to existing courses and programs
- Graduation requirements

The Curriculum Committee charge also includes these academic and professional matters as identified in Education Code 53200(c):

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Education program development
- Distant Education
- Standards on student preparation

B. Meetings

Meeting are held the second and fourth Tuesday of each month during academic year. Co-chairs alternate running the meetings.

C. Membership

Co-chairs:

Faculty Co-Chair (elected by committee/ex-officio/non-voting)

Academic Senate Vice President (ex-officio/non-voting)

Members:

Vice President of Instruction (ex-officio/non-voting)

Curriculum Information Specialist (ex-officio/non-voting)

Associate Students of Modesto Junior College appointee (ex-officio/non-voting)

Dean of Matriculation and Admissions

Articulation Officer (faculty)

Community Education Representative (elected by Community Education)

Faculty Representative by division based on the following criteria:

- a. If a division has greater than or equal to 25 full time faculty members and greater than or equal to 100 courses, the division shall have two representatives, elected by and with duties delineated by the division.
- b. If a division does not meet both conditions above, then the division shall have one representative, elected by the division.

Note: As curriculum is an area in which the Board primarily relies upon faculty, representation by faculty is preferable to administrative representation whenever possible.

These faculty representatives for 2015-2016 are appointed by their divisions in the following manner:

- Agriculture and Environmental Sciences
- Allied Health
- Arts, Humanities and Communications (2)
- Business and Behavioral and Social Sciences (2)
- Counseling
- Family and Consumer Sciences
- Library and Learning Resources
- Literature and Language Arts (2)
- Science, Mathematics, and Engineering (2)
- PE/Recreation and Health Education
- Public Safety
- Student Services
- Technical Education

D. Terms

1. The faculty co-chair shall serve a two-year term, staggered with that of the Academic Senate Vice President. Nominations for the election of the faculty co-chair shall take place at the second to last Curriculum Committee meeting of the spring semester. If there are at least two nominated persons, the election shall take place at the last Curriculum Committee meeting of the spring semester. If only one person is nominated, the election may take place at the second to last or the last Curriculum Committee meeting of the spring semester. Both co-chairs shall be compensated for their service on the committee with reassigned time.

2. Certified members and the student representative shall be selected by their constituencies in democratic fashion. The representatives' names and a description of the method of selection shall be forwarded to the Curriculum Specialist at least one week prior to the first Curriculum Committee meeting of each academic year.

E. Support

The Instruction Office will continue to provide administrative and secretarial support for the work of the Curriculum Committee.