Curriculum Chair Announcement

.40 reassigned time

Term: August 2020-May 2022

The Academic Senate solicits applications for curriculum committee chair. Duties of the curriculum committee chair include the following:

1. Create agendas, minutes and provide overall organization (includes reserving rooms, sending announcements, etc. (first and third Wednesday of each month)
2. Lead the committee in determining if new and existing courses are compatible with existing LMC policies, programs and priorities.
3. Lead the committee in updating the curriculum committee’s position paper
4. Lead the committee in the approval of courses and course prerequisites, including faculty technical review of courses.
5. Lead in the approval placement of courses within discipline designations.
6. Lead in the approval of Local certificate requirements
7. Establish and uphold course grading policies.
8. Lead the committee in the evaluation of degree-applicable courses to determine if they are college-level.
9. Bring to the appropriate parties curriculum committee related issues of the educational master plan.
10. Lead the campus in the discussion questions of curriculum balance, educational philosophy and pedagogy, and prerequisite skills.
11. Review all submissions before placing items on curriculum meeting agendas. In the event errors or discipline encroachment are evident, notify the exclusive parties.
12. Create list of Curriculum Committee recommendations for approval by the Academic Senate.
13. Verify through signature, the accuracy of all documents and that they were approved by the Curriculum Committee and the Academic Senate.
14. Conduct periodic faculty workshops on completing forms and other curriculum processes.
15. Regularly consult with Career Technical, Academic and noncredit departments on curriculum development.
16. Serve as an ex-officio (non-voting) Academic Senate member.
17. To provide a forum for innovation in teaching and learning.
18. To recommend program changes.
19. To provide leadership in curriculum development.
20. Attend the State Curriculum Institute summer conference and the two regional curriculum

The selected candidate will begin their term as chair in August 2020 and will act as the “Chair-elect” from October 2019 to May 2020. This will allow the new chair time to shadow the current chair and learn the duties expected of the Chair. The Chair-elect will be expected to attend all curriculum committee meetings and act as the Academic Senate’s liaison to office of instruction regarding curricular matters to include eLumen implementation. The Chair-elect will also be charged will examining current curriculum processes and procedures at LMC and make recommendations for improvement and alignment with Title 5 and ASCCC’s best practices for curriculum development. The candidate will be expected to spend 5-10 hours per month performing these shadowing duties and will be compensated in a manner to be determined by the academic senate

Applications are due by noon on Wednesday, September 18th by noon. Please send a letter of interest to Josh Bearden ([jbearden@losmedanos.edu](mailto:jbearden@losmedanos.edu)). Candidates must be willing to attend an academic senate meeting to participate in a Q & A session.