Curriculum Chair Announcement

.40 reassigned time

Term: January 2019-December 2020

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. **Attend all meetings of the Guided Pathways Advisory Committee and represent Curriculum Committee at GPAC meetings and participate in related discussions as needed.**
18. **Attend the State Curriculum Institute summer conference and the two regional curriculum meetings.**

Applications are due by noon on October 18th, 2018. Please send a letter of interest to Josh Bearden ([jbearden@losmedanos.edu](mailto:jbearden@losmedanos.edu)). Candidates must attend the October 22nd meeting to answer questions before the academic senate.