

**OTHER ACADEMIC SERVICES and REASSIGNED TIME JOB ASSIGNMENT**

**Academic Year: OAS 2019-20; Reassigned Time August 2020-May 2022**

**Title: Curriculum Committee Chair**

**Length of Assignment: “Chair-elect” November 2019-May 2020; Chair August 2020-May 2022**

**Start Date: November 2019**

**OAS & Reassigned Time: OAS November 2019-May 2020**

**.40 reassigned time August 2020-May 2022**

**Funding Source: GL 12-21-301090-660025-5XXXX**

**Reporting Relationship:** **Curriculum Committee Chair Reports to the Academic Senate**

**Project Administrator: Vice President of Instruction or designee**

**Position History/General Description:**

The Chair is any regular, tenured faculty member approved by the Senate, excluding the Senate President or Vice-President. The Chair must report regularly to the Senate, work closely with the Office of Instruction, and take responsibility for training new members of the Curriculum Committee. Chair candidates should be actively recruited and appointed by the Academic Senate. An appointed chair should expect to “shadow” the incumbent Chair for purposes of job orientation and training. (Preferably, this “shadowing” would take place one semester prior to assuming office.)

**Position Description/Duties and Responsibilities:**

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 November 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 up to 10 hours per month performing these shadowing duties and will be compensated at their OAS rate.

Applications are due by noon on Wednesday, October 16th by noon. Please send a letter of interest to Josh Bearden, Academic Senate President ([jbearden@losmedanos.edu](mailto:jbearden@losmedanos.edu)). Letters should discuss the candidate’s professional qualifications and interest in the position. Candidates should be willing to attend an academic senate meeting to participate in a Q & A session. The academic senate will select the new chair at its October 21st meeting.

**Deliverables**

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| 1. | What: Update the Curriculum Position Paper in consultation with Curriculum Committee and Academic Senate. |
|  | When: due to Academic Senate by Spring Break 2020 |
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| 2. | What: Serve as Ex-Officio Member of SGC, Academic Senate, and other committees as assigned by Senate. Submit regular reports (at least monthly) to these bodies. |
|  | When: throughout duration of the term |
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| 3. | What: Serve as the Academic Senate’s primary liaison to the office of instruction on eLumen implementation and assist training faculty in the use of eLumen |
|  | When: Throughout the duration of the term |

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| 4. | What: Complete all duties listed above and meet twice each semester with the Senate Council to review accomplishments and/or problems with the curriculum approval process |
|  | When: Throughout the duration of the term |