

then the faculty member will be decided again the second year. Other committee members include classified staff, a student, a faculty member, and the manager of the Bookstore.

2. **Duties.** The purpose of the Bookstore Committee is to resolve issues regarding bookstore and campus issues, as well as make recommendations to benefit the college.

D. Curriculum Committee.

1. **Composition.**

- a. **Voting Members.** The voting members shall be the Chief Instructional Officer (CIO); Academic Senate Representative; Department Chairpersons; Distance Education Coordinator; Disabled Student Programs and Services Director; Counseling Representative; Articulation Officer; Lead Librarian; and Associated Student Government Representative. The Chair of the Curriculum Committee shall be selected from among the voting faculty membership of the committee. The Curriculum Committee members shall attend all Curriculum meetings or send their proxy representative.
- b. **Consulting Members.** The consulting members shall be the Division Deans; Basic Skills Coordinator; Vice President for Student Services; Director of Admissions and Records; Matriculation Director; Child, Family and Consumer Sciences Director; Transfer Center Director; Non-Credit Coordinator; and SLO Coordinator.

2. **Duties**

The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgment of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are:

- a. Curriculum, including establishing prerequisites and placing courses within disciplines;
- b. Degree and certificate requirements;
- c. Grading policies.

In addition, graduation requirements, general education requirements, transfer requirements, articulation agreements and other matters relating to the curriculum may be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate.

The Curriculum Committee shall also serve in an advisory capacity to the Academic Senate, the Chief Executive Officer, and as the Board of Trustees designee, and on academic and professional matters on areas where mutual agreement must be reached before being submitted to the Board of Trustees. The eight areas that the Curriculum Committee shall provide policy recommendations procedures to the Academic Senate and the Chief Executive Officer are:

- a. Educational Program development;
- b. Standards of policies regarding student preparation and success;
- c. College governance structures, as related to faculty roles;
- d. Faculty roles and development in accreditation processes;
- e. Policies for faculty professional development activities;
- f. Processes for program review;
- g. Processes for institutional planning and budget development;
- h. Other academic and professional matters as mutually agreed upon.

In addition, community needs assessments, instructional methodologies, catalog and schedule development, and other matters relating to programs and instruction may also be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate and the Chief Executive Officer.

3. **Meeting Schedule.** The regular meetings of the Curriculum Committee are held the first and third Thursdays of each month at 3:05 p.m. in the Board Room.
4. **Operating Guidelines.** The Chief Instructional Officer and the Academic Senate representative will co-chair the committee. Both the Chief Instructional Officer and the Academic Senate representative will sign off on approved committee action. Per Board Resolution No. 10641 (Shared Governance) both the Chief Instructional Officer and the Academic Senate President will address the Curriculum items to the Board of Trustees.

Items approved by the Curriculum Committee will be sent to the Academic Senate for action prior to being placed on the agenda for the Board of Trustees.

The Chief Instructional Officer is responsible for providing clerical and administrative support to prepare and distribute agendas and minutes, place Curriculum matters on the Board agenda, and coordinate projects as directed by the Curriculum Committee.

E. Distance Education (DE) Committee.

1. Composition.

The Committee shall be comprised of the following: administrative representative (Co-Chair); Distance Education Coordinator (Co-Chair); five faculty representatives (including at least one non-teaching); classified representative; technology representative; DSPS representative.

All committee members need to have taken or taught an online class using the Etudes course management system. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services.

Terms for all members shall be for two years with the exception of the Distance Education Coordinator and the DSPS representative.

2. Duties.

The purpose of the Distance Education Committee will be to advise the Senate, its Curriculum subcommittee, and the Technology Planning Committee on designs, implementation strategies, resources needed, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining, enhancing, and evaluating high standards of academic quality, at a level appropriate to the students for which the content is developed.

The function of the Distance Education Committee is to develop and review policies and procedures necessary to the implementation and evaluation of the distance education program at Imperial Valley College..

F. Equivalence Committee.

1. Composition.

The Equivalence Committee shall be made up for five (5) members consisting of the following:

- a. Three (3) faculty members, appointed by the Academic Senate President with the consent of the Academic Senate, who serve two year terms; plus
- b. Two (2) faculty members with expertise in the discipline in which the applicant is to serve shall be assigned by the discipline Department Chair for each applicant. One of these faculty members can be the Department Chair. If necessary, a faculty member from a reasonably related discipline can be appointed by the discipline Department Chair or Division Dean responsible for that discipline;
- c. The Academic Senate shall appoint an alternate faculty member to serve as a substitute for any of the appointed faculty members who are unavailable to review an application for equivalence on a case by case basis. This alternate will also serve a two year term.