

COLUMBIA GORGE COMMUNITY COLLEGE CURRICULUM COMMITTEE

The Curriculum Committee shall have the primary responsibility to review the appropriateness and integrity of courses, program offerings, certificates and degrees. The Committee will make recommendations regarding new courses, changes, and deletions to courses, programs, certificates and degrees. The Committee will analyze congruence between content and credits, rigor, and overall effect of courses, programs, certificates and degrees. Recommendations of the Committee will be submitted to the Chief Academic Officer.

Article I. Membership and Meetings

Section 1.01 Members

A. Voting Members

1. One faculty member from each academic department.
2. Faculty representation must include:
 - a) adjunct faculty
 - b) full-time faculty
 - c) department chairs
3. A Library representative
4. An Instructional Director

B. Non-Voting Members

1. Curriculum Office representative
2. Student Services representative

Section 1.02 Eligibility and Elections

A. Committee Members

1. Department Chairs are responsible for recruiting committee members, who are then elected by their department in the spring.
2. Each spring the Instructional Council will review the upcoming Committee composition to ensure department chair representation.
3. Committee members are elected for two-year terms that commence with the first meeting of the fall term.
4. A Committee member may be re-elected for a second two-year period.
5. After serving two consecutive terms, the Committee member shall be ineligible for a period of one year.
6. Terms shall be staggered so at least one-half of the Committee members are chosen yearly.

B. Officers

1. The officers of the Committee are a Chair and Vice-Chair.
2. Officers serve for a two year term, the first year as Vice-Chair and the second year as Chair.
3. The election of the Vice-Chair occurs at the first meeting of the fall term by secret ballot.

4. The Vice-Chair becomes the Chair starting with the first meeting of the fall term.
5. In the absence of the Chair, the Vice-Chair assumes responsibility for conducting meetings.

Section 1.03 Meetings

- A. The Committee shall meet ten times per year and additionally as needed (September through June).
- B. A quorum for taking action shall be 50%+1 of seated voting members.
- C. Motions are passed by a simple majority of the total membership.
- D. The Curriculum Office is responsible for developing the agenda, determining meeting times and locations, and seeing that all materials are prepared and distributed prior to the meetings.
- E. All Committee meetings will be open to the college community and be governed by Robert's Rules of Order, Newly Revised.
- F. Each spring, the Committee will review and possibly revise the Committee's charter and procedures.