

VENTURA COLLEGE CURRICULUM COMMITTEE BYLAWS

ARTICLE I: NAME AND ABBREVIATIONS

The name of this organization is the Ventura College Curriculum Committee. It may also be referred to as the Curriculum Committee or as the Committee. As the Curriculum Committee is a subcommittee of the Ventura College Academic Senate, these Bylaws frequently refer to that body as well; and may abbreviate its name to Academic Senate or to Senate. In these Bylaws, these abbreviated references shall be consistently capitalized for clarity.

ARTICLE II: PURPOSE AND MISSION

As mandated by A.B. 1725 (1988) and Title 5,¹ the Ventura College Academic Senate “assumes primary responsibility for making recommendations [to the Board of Trustees] in the areas of curriculum and academic standards.”² At Ventura College, the Academic Senate has delegated this responsibility to the Curriculum Committee, a subcommittee of the Senate constituted, charged, and empowered in accordance with the Senate’s bylaws. The mission of the Ventura College Curriculum Committee is to provide guidance, advocacy, and oversight for the programs and curricula of Ventura College. The Curriculum Committee ensures that the curricula and programs of the college are academically sound, comprehensive, and responsible to the evolving needs of the community so that the college’s mission, goals, values, and educational delivery modalities of our students are well served. A representative of the Curriculum Committee shall make regular reports to the Academic Senate, no less often than once per month during the academic year, regarding the Committee’s activities and issues.

ARTICLE III: MEMBERSHIP

The Curriculum Committee has a defined membership, with three classes of members.

(1) Voting divisional members shall be full-time faculty members appointed by their respective divisions on or before May 1 of the academic year preceding the beginning of each divisional member’s term of service, which lasts for two years (beginning June 1 and ending May 31). Membership shall be non-proportional, with each division having two voting faculty members. Appointment/election of the two voting divisional members for any single division shall be staggered so that only one of the two voting

¹ 5 CCR § 55002(a)(1)

² Cal Ed. Code § 70902(b)(7)

divisional members is appointed/elected each year. If for some reason a division appoints/elects both of its voting divisional members at the same time, then the term of service of one voting divisional member shall be set to expire on May 31 immediately following the appointment/election, and the term of service of the other voting divisional member shall be set to expire one year thereafter, with the determination of each voting divisional member's term length to be made by the division in accordance with its established practices. If a voting divisional member must be replaced during the course of his/her term, then the term of service of the replacement shall terminate at the same time that the predecessor's term of service would have expired had he/she continued to serve. The appropriate division dean shall notify the Co-Chairs and the Recorder promptly whenever a voting divisional member is appointed/elected, withdraws from service, or is replaced.

(2) Voting ex officio members shall include one AFT representative (as mandated by Article 17 of the AFT contract), one librarian, the Articulation Officer, the Curriculum Technical Review Chair (if one is appointed), the Faculty Co-Chair, and the Academic Senate president (or designee). These shall also be voting faculty members of the Committee, but shall not serve as Divisional representatives to the Committee.

(3) Non-voting members shall include the Recorder (Curriculum Technician or designee), the Instructional Data Specialist, the Technical Data Specialist, the college Registrar, the Chief Instructional Officer or designee (who shall also serve as Administrative Co-Chair of the Committee), the Faculty Co-Chair-Elect (when not serving as a voting member in another capacity), the Immediate Past Faculty Co-Chair (when not serving as a voting member in another capacity), the ASVC President or designee, and the college Deans.

When used elsewhere in these Bylaws, the terms "voting member" or "voting membership" refer to Curriculum Committee members who are either voting divisional members or voting ex officio members.

ARTICLE IV: CO-CHAIRS

The Curriculum Committee is co-chaired by (1) a faculty member (the Faculty Co-Chair) nominated and voted on by the Curriculum Committee, and (2) the Chief Instructional Officer of Ventura College or designee (the Administrative Co-Chair). The Faculty Co-Chair shall serve a two-year term commencing on June 1 of an odd-numbered calendar year and ending on May 31 of the subsequent odd-numbered calendar year, or (if an election cannot be held as scheduled or if the election of the Faculty Co-Chair is rescinded) when a successor is elected. The Faculty Co-Chair does not serve as one of the Division

representatives. The Curriculum Committee shall accept nominations and vote for the Faculty Co-Chair by secret ballot for the upcoming two-year term of office no later than the last Curriculum Committee meeting in October of the academic year preceding the beginning of the Faculty Co-Chair's term. If the Curriculum Committee does not re-elect the seated Faculty Co-Chair, the person elected shall immediately become the Faculty Co-Chair-Elect, and, unless he/she is already a voting member of the Curriculum Committee, the Faculty Co-Chair-Elect shall become a non-voting member of the Committee until the Faculty Co-Chair-Elect's term as Faculty Co-Chair begins. If the Faculty Co-Chair-Elect is already a voting member of the Committee, the Faculty Co-Chair-Elect shall retain his/her voting member status until the Faculty Co-Chair Elect's term of office as the new Faculty Co-Chair begins. The outgoing Faculty Co-Chair shall, at the end of his/her last term of office, become the Immediate Past Faculty Co-Chair. The Immediate Past Faculty Co-Chair shall become a non-voting member of the Committee, except that he/she may acquire voting rights by serving in another capacity (*e.g.*, as Curriculum Technical Review Chair, as the Articulation Officer, or as a voting divisional member) to which voting rights appertain.

To be eligible for nomination or election to the position of Faculty Co-Chair, a nominee must have at least two years of service as a voting member of the Curriculum Committee, and must be a current voting member, the present Faculty Co-Chair, or Immediate Past Faculty Co-Chair of the Curriculum Committee. Due to the small size of the Committee, nominations shall be made from the floor rather than by a nominating subcommittee. The Committee shall confirm that all prospective nominees are willing and eligible to serve before the election is held. Any prospective nominee who states he/she is not willing to serve, or who is found to be ineligible, shall not be listed on the ballot. The nomination process shall begin at the first Curriculum Committee meeting held during the fall semester of even-numbered calendar years, to allow sufficient time for an orderly nomination and election process. Any person eligible to become Faculty Co-Chair may nominate himself/herself. Any voting member of the Curriculum Committee may also recommend another eligible nominee. In accordance with Robert's Rules of Order, if a person is elected as Faculty Co-Chair but is later found to be ineligible, the election is null and void, and a new election must be held as soon as practicable.

At the time of the election for the Faculty Co-Chair position, the Faculty Co-Chair shall appoint two tellers from among the Committee members who are not nominees (preferably non-voting members other than the Administrative Co-Chair, or, if unavailable, two voting members other than the Faculty Co-Chair who have openly expressed a preference for different nominees) to count the ballots. Each voting member is entitled to one vote, even if that voting member has multiple roles on the Committee.

Proxy voting is not permitted. Electronic voting (from a remote location, via telephone, email, text message, or other means) is only permitted if the method of voting is in full compliance with provisions of the Ralph M. Brown Act³, and if the tellers are both convinced of the legality and authenticity of the vote (if either teller expresses doubt, the ballot is deemed illegal, and is not counted in favor of any nominee). A winner shall be declared if and only if one nominee or write-in candidate is named on a majority of ballots cast. In accordance with Robert's Rules of Order, the number of votes cast includes illegal ballots (*i.e.*, those cast for an ineligible person or for a person who has declined to serve, those which are unintelligible, and those consisting of multiple marked ballots folded together) and legal ballots, but does not include abstentions (blank ballots) or ballots cast by anyone not eligible to vote.

If no nominee or write-in candidate amasses a majority vote, additional balloting rounds shall be taken as needed to determine a winner, although voting members may introduce and approve a motion to adjourn and resume the balloting at a future meeting if desired. To expedite the selection of a winner (if the first or subsequent balloting rounds do not produce one), Committee members may also introduce and approve (by a two-thirds vote, between balloting rounds) motions to limit voting to the top few nominees from the previous round, or to prohibit voting for write-in candidates. Each such motion, if approved, applies only to the balloting round immediately following; if that round still does not yield a winner, any such motions must be reintroduced and reapproved (by two-thirds vote each time) if they are to apply to the subsequent balloting round.

In the event that either Co-Chair is unable to attend a particular Curriculum Committee meeting, the other Co-Chair shall preside at the meeting. However, if a Faculty Co-Chair is unable to attend, and has sufficient advance notice, the Faculty Co-Chair may designate the Immediate Past Faculty Co-Chair or the Faculty Co-Chair-Elect (if one has been elected) to co-preside at the meeting as a substitute Faculty Co-Chair, with the same powers as the regular Faculty Co-Chair would have had if he/she had been in attendance (including voting powers and the power to establish the meeting agenda, if not already established by the regular Faculty Co-Chair). The regular Faculty Co-Chair shall make any such designation of a substitute Faculty Co-Chair in writing, and a copy thereof shall be transmitted to the Recorder so that it may be incorporated within, or appended to, the meeting minutes.

³ Cal. Gov. Code § 54950 *et seq.*

If the Faculty Co-Chair (or an interim Faculty Co-Chair) resigns or is unable to complete the two-year term of office for any reason, and there are more than six months remaining in the Faculty Co-Chair's term of office, or if a Faculty Co-Chair-Elect has not been selected, then the Curriculum Committee shall nominate and elect an interim Faculty Co-Chair, following the nomination and election processes previously described, to complete this two-year term as soon as practicable after it becomes clear that the Faculty Co-Chair will not be able to complete the term of office. (If possible, this shall be accomplished before the current Faculty Co-Chair actually leaves office, in order to allow for a smooth transition period for the interim Faculty Co-Chair-Elect.) Any nominee for interim Faculty Co-Chair must meet the same eligibility requirements as a regularly elected Faculty Co-Chair. These eligibility requirements are described earlier in this Article. If the remaining term of the departing Faculty Co-Chair is six months or less, and a Faculty Co-Chair-Elect has been designated, then the Faculty Co-Chair-Elect shall fill out the remainder of the departing Faculty Co-Chair's term as interim Faculty Co-Chair.

ARTICLE V: DUTIES, RESPONSIBILITIES, AND RIGHTS OF THE CO-CHAIRS

- The Co-Chairs shall keep informed regarding curriculum standards, including statutes, regulations, CCCCCO publications such as *The Program and Course Approval Handbook*, accreditation, CSU Executive Orders, and district and college policies regarding curriculum and programs. They (or a designee) shall also share information regarding changes to these standards and their consequences, and all other important written communication (*e.g.*, program approvals, communications from the statewide Academic Senate or the California Community Colleges Chancellor's Office, *etc.*) concerning curricula or programs, in a timely manner with Curriculum Committee members. As part of their professional development commitment, the Co-Chairs shall attend curriculum workshops at the local, regional, and state levels.
- The Co-Chairs shall represent Ventura College at meetings of the District Technical Review Workgroup-Instruction (DTRW-I) or its successor bodies, and shall report back to the Curriculum Committee at least monthly (during the academic year) with regard to actions taken.
- The Co-Chairs shall be ex officio members of all ad hoc workgroups, subcommittees, or task forces, whether temporary or permanent, and whether currently in existence or brought about through the introduction and approval of motions at Curriculum Committee meetings to establish such groups. The only exception would be any such group established for the purpose of administering or tabulating elections for the position of Faculty Co-Chair.
- The Co-Chairs shall review catalog drafts for concurrence with approved changes.

- The Faculty Co-Chair shall serve as a member of the Accreditation Steering Committee, and shall report to the Curriculum Committee regarding decisions or tasks to be undertaken which affect curricula, programs, or the processes by which the Committee operates.
- The Faculty Co-Chair shall be an ex officio voting member of the Ventura College Academic Senate. The Faculty Co-Chair (or designee) shall report to the Academic Senate at least monthly regarding the Curriculum Committee's activities and issues.
- The Faculty Co-Chair shall speak as the voice for the Curriculum Committee and act as liaison for the Committee with regard to any other campus or district committees or workgroups, individual faculty members and classified staff members, district officials, and the Board of Trustees, as appropriate. However, the Faculty Co-Chair shall consult with the Curriculum Committee before seeking action from non-Curriculum Committee bodies, including the Academic Senate and the Board of Trustees.
- The Faculty Co-Chair shall notify the appropriate division dean or other authority (as defined elsewhere in these Bylaws), and the Academic Senate Executive Committee, of Curriculum Committee vacancies and the timeline for election of voting divisional members.
- The Faculty Co-Chair shall set the calendar of Committee meetings, and shall direct and coordinate the preparation of the agenda for each Curriculum Committee meeting. The latter duty will typically entail requesting the support and assistance of the Administrative Co-Chair, the Articulation Officer, and classified staff members in the student learning office.
- The Co-Chairs shall co-preside at Curriculum Committee meetings; however, the Faculty Co-Chair shall normally oversee the conduct of Committee business at the meetings. If one Co-Chair cannot attend a single Committee meeting, the determination of who shall preside or co-preside at the meeting is specified elsewhere in these Bylaws. The Co-Chairs shall also review and, if necessary, edit meeting minutes before they are presented for approval at a subsequent meeting of the Committee.
- The Faculty Co-Chair shall assure that Curriculum Committee functions occurring outside of meetings take place smoothly; e.g., technical review, prerequisite review, distance education review, general education review, library review, articulation, program review, etc.
- The Faculty Co-Chair shall sign off on IGETC and CSU-GE Breadth submittal forms.
- The Faculty Co-Chair shall assist discipline faculty in the curriculum development process, or direct faculty members to the appropriate resource persons for the resolution of specific issues (e.g., the student learning office, the Articulation Officer, or one of the voting divisional members representing the discipline).

- At the end of each academic year, as an integral part of the Curriculum Committee's planning and review process, the Faculty Co-Chair shall survey members of the Curriculum Committee regarding its most important accomplishments of the past academic year, its most important goals for the academic year to come, and/or the most important problems or issues facing the Committee which should be prioritized for discussion and resolution. The Faculty Co-Chair shall tabulate the results of the survey, and report these to the Committee as early as possible during the subsequent fall semester.
- The Faculty Co-Chair (with the support and assistance of the Administrative Co-Chair, the Articulation Officer, and the student learning office) shall create and/or coordinate mandatory training activities for new and returning voting Curriculum Committee members, with one or more focused training sessions of at least eight hours in total duration, to be held no less often than once per year, preferably in summer or early fall of each year, and at other times as circumstances require.
- The Faculty Co-Chair shall perform additional duties as mutually agreed upon by the Co-Chairs and the Curriculum Committee, subject to the reassigned-time provisions of the following paragraph.

In acknowledgment of the significant time commitment required to carry out these responsibilities in a competent and professional manner, the reassigned time for the Faculty Co-Chair shall be no less than 40%. This amount should be increased as appropriate for any semester in which the Faculty Co-Chair is assigned substantial additional duties not specifically enumerated above.

ARTICLE VI: AUTHORITY, DUTIES, AND RESPONSIBILITIES OF THE CURRICULUM COMMITTEE

By action of the Ventura College Academic Senate, as documented in its bylaws, the Curriculum Committee exercises the authority granted to the Senate by A.B. 1725 (1988)⁴ and Title 5⁵ to make recommendations to the Board of Trustees in the areas of curriculum and academic standards. Only under extraordinary circumstances, if ever, does the Senate concern itself with these recommendations. With this authority comes the responsibility to establish and enforce standards for course and program approval. These standards include, but are not limited to, review and discussion of the following aspects of course and program proposals:

⁴ Cal Ed. Code § 70902(b)(7)

⁵ 5 CCR § 55002(a)(1)

- Applicability for general education;
- Prerequisites, corequisites, recommended preparation, and limitations on enrollment (including content review, statistical validation, and/or other forms of justification as authorized or required from time to time by Title 5);
- Distance education;
- Minimum qualifications;
- Feasibility (are there sufficient college resources (e.g., library, equipment, available faculty, etc.) to offer the course, and (for major and transferable courses) whether it will be offered with reasonable frequency, i.e., at least once every two years, enabling students to achieve their academic goals);
- Student learning outcomes;
- Textbooks (currency and appropriateness);
- Exemptions for credit by examination; and
- All other technical and pedagogical issues falling within the purview of the curriculum committee, as authorized by statute, regulation (particularly Title 5), policy, or local practice. The Curriculum Committee will appoint ad hoc workgroups or task forces for such special studies as are needed.

ARTICLE VII: MEETINGS, QUORUM, AND VACANCIES

The Curriculum Committee meets twice monthly during the academic year, on the first and third Tuesdays of the month, provided that these dates are contractual dates as determined by the official district academic calendar. The meeting calendar is set by the Faculty Co-Chair; however, the Committee may introduce and approve (by majority vote) a motion to change the date of, or cancel, any single meeting due to a holiday or other event. Special meetings (including training-only meetings) not falling on these dates may be called by the Faculty Co-Chair as necessary. The Curriculum Committee may also call a special meeting by introducing and approving (by majority vote) a motion to do so. Meeting times may be extended for as long as a quorum exists. In accordance with Robert's Rules of Order, no business may be conducted (other than a motion to recess, to take measures to obtain a quorum, or to adjourn) if a quorum does not exist at any time during a meeting. Robert's Rules of Order also obligates a Committee member who notices that a quorum no longer exists to notify the Co-Chairs of this fact promptly (raising the issue as a point of order, but not interrupting anyone who may be speaking) so that the conduct of further business may be suspended.

As a legislative body which is stipulated in Title 5 and in the *Academic Senate for California Community Colleges Handbook*, the Curriculum Committee is subject to the Ralph M. Brown Act⁶. Therefore, all of the Curriculum Committee's regular and special meetings must be noticed to the public 72 hours in advance, and its meetings are open to all interested parties. However, the language in § 54952.2(a) of the Brown Act appears to exempt training sessions (in which the Curriculum Committee neither hears, discusses, deliberates, nor takes action on any item which is within its subject matter jurisdiction) from noticing and open-access requirements.

Quorum shall consist of a majority of the voting membership. However, if a vacancy exists in a voting membership position, then that position shall be temporarily removed from the count of voting members (for the purpose of determining quorum) until such time as the vacancy is filled. A voting membership position shall be declared vacant if either of the following events has occurred:

(1) A division fails to fulfill its obligation to elect or appoint one or both of its voting divisional members by the calendar deadline stated earlier in these Bylaws. One vacancy shall be declared for each voting divisional member position not filled by election or appointment in the prescribed time frame.

(2) A voting member misses, without excuse, three or more consecutive Curriculum Committee meetings, or misses any five or more Curriculum Committee meetings (not necessarily consecutive) for any reason over the course of a single semester, and the appropriate authority (as defined below) has not acted to replace the absent voting member.

One of the Co-Chairs shall notify the appropriate authority as soon as practicable after a vacancy in a voting membership position has been declared. The appropriate authority to notify is the appropriate division dean (for a voting divisional member, the librarian, or the at-large part-time faculty representative), the president of AFT (for the AFT representative), or the Chief Instructional Officer (for the Articulation Officer, the Curriculum Technical Review Chair (if one is appointed), or the Faculty Co-Chair). The Co-Chair shall also notify the Academic Senate Executive Committee of the vacancy. The notification should include language to the effect that the division's/union's/college's interests and concerns are not being adequately represented, and/or to the effect that the college's curriculum integrity may be compromised by the absent member's lack of involvement and representation. The vacancy shall not be considered filled until the appropriate authority notifies the Co-Chairs and the

⁶ Cal. Gov. Code § 54950 *et seq.*

Recorder of the name(s) of the replacement member(s) AND the replacement member(s) are declared present at the roll call when they attend their first Curriculum Committee meeting.

ARTICLE VIII: CONDUCT OF MEMBERS AND VISITORS

Nearly a century ago, writing in a well-known First Amendment case, Supreme Court Justice Louis Brandeis observed that “[t]hose who won our independence believed that the final end of the state was to make men free to develop their faculties, and that in its government the deliberative forces should prevail over the arbitrary....They believed that freedom to think as you will and to speak as you think are means indispensable to the discovery and spread of...truth; that without free speech and assembly discussion would be futile....”⁷ In keeping with the spirit of this opinion, the Ventura College Curriculum Committee endorses the democratic process, the right to assemble, and the right of freedom of speech. However, the right of freedom of speech is not absolute, and recent case law supports “limiting [a public] meeting to discussion of specified agenda items and in imposing reasonable restrictions to preserve the civility and decorum necessary to further...the purpose of conducting public business,” provided that no speaker is discriminated against on the basis of his/her viewpoint.⁸

Proper conduct of Curriculum Committee members and of visitor speakers is essential to maintaining the balance between free speech rights and the effective conduct of public business addressed in the preceding paragraph. This becomes an especially important consideration when any controversial topic is discussed. To this end, each member of the Curriculum Committee shall therefore cooperate with the Co-Chairs in preserving order and decorum. No member or visitor shall, by conversation or otherwise, delay or interrupt the proceedings of the Committee, nor disturb any member while speaking, or fail to abide by the orders of the Co-Chairs, except as specifically permitted by these Bylaws. Curriculum Committee meetings shall be conducted in a courteous manner; visitor speakers and Committee members shall be allowed to state their positions in an atmosphere free of slander, threats of violence, or the use of the meeting as a forum for politics. A member of the Committee or a visitor desiring to speak shall, upon recognition by the presiding Co-Chair, confine remarks to the question under debate, avoiding all indecorous language or reference to personalities. A member or a visitor, once recognized, shall not be interrupted when speaking unless it is for the purpose of calling such person to order. When two or more individuals request the floor at the same time, the presiding Co-Chair shall name the one entitled to the floor. If a majority of Committee members agree to place a time limit on how long each

⁷ *Whitney v. California*, 274 U.S. 357, 375 (1927) (Brandeis, L., concurring).

⁸ *Steinburg v. Chesterfield County Planning Commission*, 527 F. 3d 377 (4th Cir. 2008).

person may speak concerning a given topic, then equal time shall be given to all speakers addressing that topic, except that if a group of visitors wishes to address the Committee on the same subject matter, it shall be proper for the presiding Co-Chair to limit the number of persons addressing the Committee on the same matter so as to avoid unnecessary repetition. All remarks of visitors shall be addressed to the Curriculum Committee as a whole, and not to any individual member thereof.

More serious violations of decorum may include, but are not limited to, making offensive, insulting, threatening, insolent, slanderous, or obscene remarks, acting in a boisterous manner, or making threats against any person or against public order and security during a Committee meeting. In the event that any individual shall violate the rules of decorum heretofore set forth, sufficient warnings may be given by either Co-Chair at any time during the remarks. If the individual thereafter persists in violating these rules, either Co-Chair may then cut off that person's right to comment or debate for the remainder of that meeting. In extreme cases (*e.g.*, in the event of behavior deemed threatening to the Committee or its members, or if a violation impedes the conduct of business), the Committee may vote to remove the person from the meeting room. If necessary, the presiding Co-Chair or designee may summon a campus police officer to enforce the removal and/or recess or adjourn the meeting, as determined by the nature of the situation. The action taken shall be proportionate to the nature and extent of the violation(s).

ARTICLE IX: AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Curriculum Committee by a two-thirds vote, provided that the amendment(s) have been submitted in writing at the previous regular meeting. Amendments may be originated by the Faculty Co-Chair, a temporary task force created through the introduction and approval (by majority vote) of a motion to do so, or by a petition signed by at least four voting members. The Co-Chairs may review and refine amendment proposals not originated by them into parliamentary language before the proposals are submitted to the Curriculum Committee for adoption. In so doing, the Co-Chairs shall not change the essence of the proposal(s). Amendments which the Curriculum Committee adopts according to the procedure specified above shall be forwarded to the Academic Senate for final approval, and shall become effective immediately upon approval by the Academic Senate, unless a later effective date is specified in the amendments.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Curriculum Committee in all cases to which they are applicable, and in which they are not inconsistent with statutes, regulations, accreditation requirements, district and college policies, the Bylaws of the Ventura College Academic Senate, these Bylaws, and any special rules of order which the Committee may adopt.

Approvals and history:

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