CURRICULUM AND INSTRUCTIONAL PRACTICES COMMITTEE

A. Definition

This committee is created by the Vice President for Instructional Services (VPIS) as a standing committee responsible for making recommendations on curriculum and on instructional practices proposals that impact instructional policy and/or procedure.

B. Purpose

The purpose of the committee is to review and recommend policy and procedure that relate to the approval of curriculum, to review and recommend curriculum proposals, and to review and recommend policy and procedures that relate to instructional practices.

Definitions:
1. Curriculum - Degrees, certificates, programs, and courses proposed to be a part of PPCC curricular offerings.

2. Instructional practices - Any practice, required by policy or procedure that impacts the faculty member or the student in the teaching/learning process.

C. Membership

The VPIS will appoint members to the Curriculum and Instructional Practices Committee (CIP) for “staggered” two-year terms as follows:

a. Faculty appointed from divisions by the VPIS.

Each Division Dean shall submit four faculty names (two members and two alternates) to the VPIS. One member and one alternate must be from a Liberal Arts and Sciences program and one member and one alternate must represent a CTE program.

b. Four Division Deans, Associate Deans or delegates and the AVP Director – voting members.

c. Nonvoting members shall include a representative from at least the following areas:

Bookstore
Campus Director
Enrollment Services
Institutional Research/Student Services
Library
Military Programs
Student Government
D. Guidelines

1. Proposals to delete or deactivate programs that would result in termination of employees will require timely approval by the VPIS. (See BP 3-20, II.C.5 for timelines.)

2. Courses that are unique to certain programs should be offered on a regular basis as the cycle of the program dictates. If a course is not offered within the required cycle and has not been taught in three years, the course will be referred to the appropriate Division Dean (DD) or Associate Dean for review and possible deactivation. The Instructional Services (IS) staff will annually provide the DDs with a list of courses which have not been taught within the last three years. Courses may be deactivated by DD written notice to the IS staff. Deactivated courses are retained on inactive status for two years, during which time they may be reinstated upon written notice by the DD to the IS staff. After the two-year period they will be deleted and must be processed as a new course if needed in the future.

3. New or revised programs/courses must be acted upon by the first working day in December of each year. Changes and new programs/courses will become effective in the following academic year. The only exception to this deadline will be revisions required by licensing agencies, accreditation agencies and/or the governing board.

E. Curriculum Committee Timelines

1. An organizational meeting will be scheduled during the month of September.

2. Meeting schedule:

   CIP will meet each month, September through April. Additional meetings and / or electronic votes may be scheduled as required pending prior approval by the VPIS.

3. Curriculum deadlines:

   a. Fill CIP Committee vacancies by the end of fall orientation week.
   b. All items that complete the CIP process on or before the March CIP meeting will be included in the catalog. April items will appear in the addendum.

4. Calendar deadlines:

   Change of process as of 05/2010. The Instructional Calendar will be built according to a 7 year template [Appendix] reviewed by CIP and the Deans during CIP year 2009-2010 and approved by the VPIS. The annual calendar will be built and reviewed for accuracy during the summer semester each year for the following year. CIP will no longer vote twice on the calendar.

   a. Meeting in September – calendar draft to CIP committee meeting for reading and approval.
   b. First week in October - calendar draft to the VPIS for final approval.
F. **Course and Program Approval Process – PPCC (CIP)**
See EP-100

G. **Standard Operating Procedure**

The committee will conduct business under Robert's Rules of Order: Revised, in general, and adhere to the following general practices:

1. The committee will begin its year in the fall term. Prior to the first meeting a chairperson will be elected for the year. (See #11 below.)

2. The committee will meet on a scheduled basis, or as needed if there is business to conduct.

3. Business will be brought to the committee by one of its members or the Instructional Services staff.

4. Business will be presented in writing with appropriate documentation attached.

5. First and second readings are required for new courses and programs and revised programs with changes to the graduation requirements for a degree and/or certificate. Revised programs with revisions that are mandated by the state and/or entirely by CCCNS are informational items only and do not require a vote. Committee members will present first readings to their divisions. Second readings can be recommended by CIP on non-required items. In an emergency, curriculum proposals could be forwarded to IS staff by six working days prior to the next scheduled CIP meeting. These emergency proposals will be forwarded to CIP committee members for review, before the meeting, as a first reading.

6. The recommendations of the committee on curriculum and instructional policy will be recorded on the appropriate forms; recommendations on instructional procedures and practices will be forwarded to the VPIS, with supporting rationale, in writing. Minority reports may be included.

7. Instructional practices issues may be dealt with by the committee as a whole or assigned to a subcommittee for research and recommendation; however, all subcommittee recommendations must be presented to the committee as a whole for action.

8. Within two weeks of receiving a recommendation, the VPIS will notify the committee of its response to the recommendation, providing rationale when a recommendation is altered or not approved.

9. Recommended changes to narrative policy in the academic information section of the college catalog will be processed through the committee for review.

10. The officers of this committee shall be the Chair and Vice-Chair. Voting members of the CIP Committee are eligible for election to either of these offices. At the first meeting of each academic year, in the month of September, nominations will be solicited. At that time when nominations have been closed, an election will be held to elect officers for the coming academic year in accordance with Roberts Rules of Order. The term of office for either position will be for one academic year.

11. The position of Secretary to the committee will be filled by a staff member from the office of the Vice President for Instructional Services. The Secretary will be appointed by the Vice President.