Curriculum Committee Chairperson Position Description
Last Updated: 23 April 2015

The Curriculum Committee Chairperson duties are subject to change by the Curriculum Committee as needed. This document is intended for internal Curriculum Committee use only.

Regular Duties
• Communicate and coordinate with Department Chairs and discipline faculty on curriculum maintenance and development, including ADTs and COM degrees and certificates
• Communicate and coordinate with the Office of Instructional Management, Assistant Vice President for Instructional Support, and Academic Senate President on curriculum maintenance and development
• Advise faculty as needed during curriculum development and maintenance
• Communicate and coordinate with the Curriculum Resource Specialist on meeting agendas and course approval schedules
• Run Curriculum Committee meetings
• Write meeting minutes
• Distribute meeting agenda, minutes, and course approval schedule to relevant faculty, staff and administrators and post on the Curriculum Committee website
• Report curriculum updates at Academic Senate and Department Chairs meetings
• Review and summarize curriculum sections of full Program Reviews each spring semester
• Maintain C-ID Designation and Course Revision Cycle lists on Curriculum Committee website
• Update website with relevant curriculum information and links

Irregular Duties
• Advise and provide input on the development of the new curriculum management system
• Update COM Course Outline Guide (handbook)
• Offer curriculum workshops and professional development activities
• Attend Regional Curriculum Meetings (Fall and Spring)
• Attend Curriculum Institute (Summer)