

1 **Riverside Community College District**  
2 **Moreno Valley College**

3  
4 **BYLAWS OF THE**

5 **Curriculum Committee**

6 **Article I- Name**

7 The name of this standing committee of the Academic Senate shall be the Moreno  
8 Valley College Curriculum Committee, herein after referred to as the "Curriculum  
9 Committee." It shall be a constituent assembly of members as representatives from  
10 academic departments, programs, student services, and the State Curriculum  
11 Committee.

12 **Article II- Purpose**

13 Section 1: The purpose of the Curriculum Committee shall be to approve all credit  
14 and non-credit courses and educational programs of the college and to make  
15 recommendations to the Academic Senate related to them.

16 Section 2: The Curriculum Committee also has responsibility for the processes  
17 involved in meeting all quality assurance standards for distance education courses.

18 Section 3: It is the responsibility of the Curriculum Committee to make sure that the  
19 college curriculum is sound, that it complies with all regulations, and that it helps  
20 students achieve their educational and professional goals.

21 Section 4: The Curriculum Committee must comply with the regulations of the  
22 Brown Act.

23 **Article III- Members**

24 Section 1: Classes of members.

25 Members of the Curriculum Committee can be voting and non-voting and will  
26 represent the organizational structure of the college, including academic  
27 departments, student services, articulation, assessment, matriculation, library,  
28 counseling, distance education, part-time faculty, students, and administration, and  
29 may include representatives from the faculty who have been named to State  
30 Committees related to curriculum of the Academic Senate.

31 Section 2: Voting Members.

32 The voting members of the Curriculum Committee shall be the faculty co-chair and  
33 other faculty who serve as the elected representatives from the departments of the  
34 college. Other voting members include the faculty representatives from programs  
35 and services related to curriculum and distance education including the Articulation

1 Officer, the faculty Assessment Coordinator, a Librarian, a faculty representative  
2 from counseling, and a member of the part-time faculty.

3 Section 3: Other members.

4 The non-voting members shall be the Vice President Academic Affairs, the Dean(s)  
5 of Instruction, staff representatives from programs and services related to  
6 curriculum and distance education, such as matriculation, a student representative,  
7 and the staff Recorder.

8 Section 4: Eligibility for membership.

9 Members of the Curriculum Committee must be full-time or part-time employees of  
10 the college with responsibility for courses, programs, learning resources,  
11 assessment, matriculation, advising, distance education or other academic services  
12 related to instruction. The exception will be the student member.

13 Section 5: Membership requirements.

14 Members must be elected or appointed by their departments, programs, or offices,  
15 to represent their department or area appointed by the Academic Senate, or be a  
16 faculty member or an administrator at the college with primary responsibilities  
17 related to the courses and programs, distance education, and quality of the  
18 curriculum.

19 The elected members of the Curriculum Committee shall serve two-year terms  
20 beginning with the first day of fall semester. The election or appointment of the  
21 members shall be determined by the department, position, office or program being  
22 represented.

23 The members shall hold office for a term of two years and until their successors are  
24 elected. Any position that has not been filled by the first official meeting of the fall  
25 or spring semester for any reason shall be considered vacant. Members who miss  
26 three consecutive meetings, or more than four meetings during a semester, may be  
27 asked by the faculty co-chair(s) to resign.

28 Section 6: Resignation.

29 When a member of the Curriculum Committee must resign for any reason, he/she  
30 may be replaced by the department, position, office or program represented by the  
31 member who resigned to complete the term.

32

### **Article IV- Officers**

33 Section 1: Name the officers.

34 The Curriculum Committee shall have a faculty co-chair, elected by its members, an  
35 administrative co-chair, who shall be the Vice-President Academic Affairs or a  
36 designee, and a Recorder.

1 The faculty co-chair shall preside at all meetings, set the agenda in consultation with  
 2 the administrative co-chair and the district Educational Support Services office, and  
 3 coordinate communications with the members, the Academic Senate, and the public  
 4 in collaboration with the Recorder and the Webmaster.

5 The Recorder shall be appointed by the Vice-President Academic Affairs or a  
 6 designee. The Recorder shall give notice of all meetings and keep a faithful record of  
 7 all meetings (minutes).

8 Section 2: Nominations, Elections, and Term of Office.

9 The faculty co-chair of the Curriculum Committee shall be elected by a simple  
 10 majority of the voting members for a term of two years or until the successor is  
 11 elected. The election of the co-chair will occur during the spring semester of the  
 12 academic year, and the term will begin on July 1 of that year.

13 Section 3: Eligibility.

14 To be eligible for the office of co-chair, the faculty member must have served on the  
 15 Curriculum Committee or in the Academic Senate for two years or more, and it is  
 16 recommended that the member be tenured.

17 To be eligible for the office of administrative co-chair, the individual must be the  
 18 Vice President Academic Affairs at the college or a designee.

19 Section 4 . Removal from Office.

20 The elected faculty co-chair can be removed from office and such action requires a  
 21 two-thirds majority of the voting members.

22 Section 5. Vacancies.

23 If the faculty co-chair position becomes vacant, the position shall be filled by  
 24 election. The administrative co-chair will receive nominations and chair the  
 25 meeting for the election. In this case, the administrative co-chair will issue ballots  
 26 and will be able to vote.

27

## **Article V- Meetings**

28 Section1: Meetings

29

30 The regular meetings of the Curriculum Committee shall be on the second and  
 31 fourth Tuesdays of each month during the fall and spring semesters of the academic  
 32 year, unless otherwise noted in the annual schedule of meetings. The exact meeting  
 33 dates are set in cooperation with the District Curriculum Committee and the  
 34 curriculum committees of Norco College and Riverside City College and are posted  
 35 online on the CurricUNET Home Page. The meeting dates and times of the  
 36 Curriculum Committee will be announced at the beginning of the academic year and  
 37 before each meeting using the MV-FACULTY list serv and posted on a public board.

1 The afternoon meeting time at Moreno Valley College will be determined by the  
2 Curriculum Committee, but will not begin before 2:00 p.m. and will not end after  
3 5:00 p.m., unless there is an announcement of an exception.

4 Members and the public will receive the agenda for meetings five working days  
5 prior to the regular meeting by email and by posting of a public announcement.

#### 6 Section 2: Quorum.

7  
8 A quorum for the voting members of the Curriculum Committee shall be seven (7)  
9 out of 13 voting members or a majority of members. If there are one or more  
10 vacancies in the membership, the quorum shall be reduced by the number of  
11 vacancies (not absences) at that meeting.

12

#### 13 Section 3. Special Meetings.

14

15 The faculty co-chair or the administrative co-chair may call a special meeting. A  
16 group of three or more members can call for a special meeting by signing a petition  
17 stating the purpose for the meeting and delivering it to the faculty co-chair or the  
18 administrative co-chair. The meeting date will be set within the parameters of the  
19 Brown Act and the meeting will be announced within the time frame set by that Act.  
20 No other business can be transacted except that for which the meeting was called.

21

#### 22 Section 4: Cancellation of a regularly scheduled meeting

23

24 The faculty co-chair or the administrative co-chair may cancel a meeting, if needed.  
25 Members will be notified by email. If needed and appropriate, the meeting will be  
26 rescheduled under the conditions permitted by the Brown Act.

27

#### 28 Section 5: Electronic and other meetings.

29

30 In the event that a vote is deemed necessary before the next regularly scheduled or  
31 special meeting, or if an initial quorum is not met, the co-chair may initiate an  
32 electronic voting request by email or other electronic means previously agreed upon  
33 by the members.

34

35 The e-mail or other electronic communication must state the time limits for voting,  
36 and the votes counted must represent a quorum of the members for the action to be  
37 valid. The results of the action will be read into the minutes at the next regular  
38 meeting. This method should only be used in extenuating circumstances as defined  
39 by the co-chair.

40

41

42

43

44

## **Article VI-Committees**

### Section 1: Distance Education Committee

The Distance Education Subcommittee (DES) will be a standing committee of the Curriculum Committee. It will be composed of the faculty co-chair and members of the faculty who teach using distance education or who have an interest in distance education as a method of instruction. It will meet on a schedule that the members determine, and it will make reports of its meetings to the college Curriculum Committee.

### Section 2: Other Committees

The Curriculum Committee may establish other special committees as needed to address the scope of duties of the Curriculum Committee. The faculty co-chair and the administrative co-chair may establish special committees, appoint the co-chair of the committees, and fill vacancies on the committees. When the tasks assigned to special committees have been completed, the co-chair of the special committee will turn over all documents to the recorder and make a report to the Curriculum Committee. All records of activities become a part of the continuous record of the Curriculum Committee.

## **Article VII-Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Curriculum Committee in all instances to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of the Academic Senate, or any special rules of order the College or District may adopt.

## **Article VIII- Amendment of Bylaws**

### Section 1: Review of Bylaws

These Bylaws shall be reviewed every two years in odd-numbered years.

### Section 2: Amendments to the Bylaws

Amendments to these Bylaws may be proposed by the co-chair or by written petition of two-thirds of the voting members of the Curriculum Committee and submitted to the co-chair for the agenda.

### Section 3: Notice of Amendments to Bylaws

The proposed amendment(s) must be included in the notice of a regular meeting for the first reading and considered at two (2) meetings, provided the amendment(s)

1 was in the call for the meeting. At the second regular meeting, the amendment(s)  
2 may be considered for vote.

- 3
- 4 a. To become effective, any amendment so proposed must be approved and  
5 adopted by a two-thirds majority of the Curriculum Committee.  
6
  - 7 b. Once approved, an amendment becomes part of the Bylaws until the  
8 biennial review occurs. At that time, the amendment may be  
9 incorporated into the Bylaws.

10  
11 **Article IX- Publishing of Bylaws**

12  
13 Section 1: Posting of the Bylaws

14 An electronic copy of these Bylaws shall be posted on the college website so that  
15 members of the public will have access to it.

- 16
- 17 a. The official copy of these Bylaws shall be left with the Recorder and  
18 archived with Curriculum Committee minutes.
  - 19 b. Any amendment to these Bylaws shall be distributed to all members of  
20 the Curriculum Committee and the Academic Senate upon adoption and  
21 added to the electronic copy.

22  
23  
24 Amended and approved on 03.11.2014 to establish the Distance Education  
25 Subcommittee and delete the Agenda Review Committee.

26  
27 Amended and approved on 09.23.2014 to specify that only faculty are voting  
28 members of the curriculum committee and to add a position for any faculty  
29 member at the college who is appointed or elected to a State committee  
30 related to curriculum.