

2024-2025 Curriculum Committee

VOTING MEMBERS

Merry Bond, Co-chair, Dean of Instructional Programs | Nursing Program Director
Henry Brewster, Interim Dean of Instructional Programs
Gina Challed, Performing and Visual Arts, Communications, & Library
Mark Gaither, Business & Information Technology
Stefanie Gilberti, Dean of Instructional Programs & Learning Resources
Tamra Gilchrist, Co-chair, Dean of Instructional Programs
Ashleigh Kruckenberg, Education, BAS, and Industrial Technology
Fox Leavens, Language & Literature
Elissa Loren, College & Career Prep
Jason Malozzi, Mathematics & Engineering
Joanna Mosser, Social Science & Humanities
Tamara Norton, Nursing, Allied Health, and Wellness
Morgan Salisbury, Natural Science
Student Representative (ASLCC)

RESOURCE MEMBERS (non-voting)

Magnus Altmayer, Director of Registration
Nicole Buffham, Recorder
Angel Ruvalcaba, Director of Advising, One-Stop, & Testing
Sarah Griffith, Director of eLearning
Natalie Richie, Director of Instruction Division

2024-2025 Meeting Dates

All meetings are scheduled for 1:00 pm via Zoom unless otherwise noted

October 11, 2024

November 8, 2024

No December meeting

January 10, 2025

February 14, 2025

March 14, 2025

April 11, 2025

May 9, 2025

June 13, 2025

Curriculum Committee Guidelines & Procedures

Revised September 2016

I. MISSION

The Curriculum Committee, a standing committee of the Instructional Council, is responsible for approving and monitoring course and program curricula of the College to accomplish the mission of the College.

II. MEMBERSHIP

The Curriculum Committee shall consist of:

A. Voting Members

- 1) One department member elected from each of the Instructional departments. Each department member will be elected to a three-year term.
- 2) One student representative, appointed by the ASLCC Executive Council.
- 3) All Deans of Instruction

B. Resource (Non-Voting) Members

- 1) One member from each area:
 1. Advising/Testing
 2. eLearning
 3. Library
 4. Office of Instruction
 5. Registrar

The Vice President of Instruction shall designate one of the deans as chair of this committee.

III. DUTIES AND RESPONSIBILITIES

Responsibilities of the Curriculum Committee are:

A. Review and approve or disapprove all additions, deletions, or major changes for all courses.

- 1) Proposals for **course revisions and new courses** shall be submitted on a *Curriculum Proposal*, shall include a revised *Course Plan* in the approved format, shall include any appropriate attachments (e.g. *Diversity Proposal*), shall have first been reviewed by the appropriate department and the supervising instructional administrator, and shall be presented to the Curriculum Committee by the individual initiating the change or a designated representative of that individual.

- 2) Upon approval by the Curriculum Committee, the proposal packet will be forwarded to the Vice President of Instruction for final approval or disapproval. Once approved the electronic *Course Plan* will be updated by the Office of Instruction.
 - 3) Recommendations for course title modification, minor rewording of course descriptions, and/or rewording of outcomes shall be submitted to the appropriate department for review and then forwarded to the curriculum administrator. These items will be placed on the agenda and, if warranted, moved to discussion.
 - 4) A course may be taught on a one-time basis, using the course number intended, and with approval from the appropriate instructional administrator and the Vice President of Instruction before being submitted to the Curriculum Committee for review.
- B. Review and approve or disapprove all **degree and program** changes, additions, and deletions.
- 1) Proposals for changes to programs shall be submitted on a *Curriculum Proposal* and include documentation to illustrate and support the proposed revision, with accompanying rationale.
 - 2) Once approved by the Curriculum Committee and the Vice President of Instruction it is the area dean's responsibility to obtain state approval before the program can be in effect. Additional College accreditation needs must be satisfied as well. No marketing or promotion of a new program can occur until 90 days have elapsed of state approval.
- C. Approve or disapprove proposals to include courses on distribution lists for any of the College's degree or certificate programs.

Decisions of the Curriculum Committee may be appealed to the Instructional Council through their established appeals process.

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, [\(360\) 442-2120](tel:(360)442-2120), Phone number/TTY [\(800\) 833-6388](tel:(800)833-6388). The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.