

Curriculum Committee BYLAWS, 10/12/2026

ARTICLE I: NAME

The name of this committee is the Curriculum Committee.

ARTICLE II: PURPOSE

Butte College develops and maintains high-quality academic programs and curricula that are relevant to student, community, and employer needs. The College regularly evaluates all curricula to ensure quality and currency. Program and course curriculum development, review, and ongoing improvement are academic and professional matters under the authority of the Butte College Academic Senate, which delegates authority for curriculum standards and approval processes to the Curriculum Committee. The Curriculum Committee establishes and maintains procedures for curriculum development, review, and approval through the Curriculum Committee handbook, incorporated by reference into this administrative procedure. Department faculty review, initiate, and submit curricula to the Curriculum Committee for review and approval. The chief instructional officer (CIO) provides administrative oversight of curriculum development and approval processes, ensures compliance with all applicable statutes and regulations, and recommends curriculum proposals to the Superintendent/President, following District policies for participatory governance in relation to the Academic Senate.

ARTICLE III: MEMBERSHIP

A. Seated Members:

1. Curriculum Chairperson
2. Chief Instructional Officer, or designee
3. Academic Senate, Vice President, or Academic Senate Executive Committee Designee
4. Ten (10) Faculty, two (2) representatives for each Community of Interest (COI)
5. One (1) Counselor Representative
6. Equity and Inclusion Specialist
7. Library Representative
8. Articulation Officer
9. Two (2) Student Representatives
10. Two (2) Division Dean/Director Representatives

The following members are advisory (i.e. non-voting) members.

11. Scheduling and Curriculum Representative
12. Admission and Records Representative
13. Student Learning Outcomes (SLO) Coordinator
14. Distance Education and Accessible Learning Resources Coordinator

- ### B. Terms of Membership:
- Representatives will serve terms defined by (and with reappointment permitted according to) the bylaws of the appointing body.

1. Curriculum Chairperson
 - i. In consultation with the Curriculum Committee, the Academic Senate will elect a full-time faculty member as Chairperson following the procedures laid out in ARTICLE III Section 1 of the Academic Senate Bylaws. In making this selection, the Academic Senate will take into consideration:
 1. The nominee(s)' past experience and knowledge of current and historic issues addressed by the Butte College Curriculum Committee.
 2. The desire to rotate the chairperson among the academic and student support programs, student development, career education, and transfer and general education programs, to the extent reasonably feasible.
 - ii. The Chairperson serves three-year terms, limited to two consecutive terms.
 - iii. Should the Chairperson take a leave, a replacement will be selected by the Academic Senate. The replacement will serve out the unexpired term or until the Chairperson returns.
 - iv. Faculty who wish to gain an understanding of the Chairperson role may submit a request to the current Chairperson to attend up to three (3) technical review meetings. The Chairperson will inform the Committee of any faculty who express interest.
2. Chief Instructional Officer, or designee
 - i. The CIO is present to represent themselves or appoints another to attend committees in their place.
3. Division/Dean Representatives
 - i. The Dean/Director members will be appointed by the Chief Instructional Officer.
4. Equity and Inclusion Specialist
 - i. The Equity and Inclusion Specialist will be selected by the U in Butte Committee and confirmed by the Academic Senate.
 - ii. The Equity and Inclusion Specialist serves three-year terms, limited to two consecutive terms.
5. Faculty
 - i. Faculty are appointed by the Academic Senate
6. Student Representatives
 - i. The Student Representatives will be appointed by the Student Senate.
7. When a position must be filled by Academic Senate appointment or selection, that choice will seek balanced representation, as follows:
 - i. To ensure balance between instruction and non-instruction, at least 50%, and no more than 67%, of voting members will be instructional faculty (not including the Chairperson).

C. Member Responsibilities:

1. All members of the Curriculum Committee have the following responsibilities:
 - i. Reviewing and approving new courses and programs.
 - ii. Evaluating and approving modifications to existing courses and programs.
 - iii. Reviewing and approving course requisites.
 - iv. Approving program restructuring and program deletions.
 - v. Overseeing general education curriculum requirements.
 - vi. Reviewing and approving modes of instructional delivery.
 - vii. Implementing state curriculum regulations and guidelines.
 - viii. Reviewing and recommending curriculum-related policy changes.
 - ix. Ensuring the integrity and quality of curriculum proposals submitted by academic departments.
2. In addition to these responsibilities, the Chair is responsible for:
 - i. Determining the agenda.
 - ii. Running the Curriculum meetings.
 - iii. Serving as a resource to assist faculty in the development of curriculum.
 - iv. Reviewing all curriculum proposals for technical accuracy.
 - v. Developing the yearly meeting schedule.
 - vi. Convening adhoc committees and work groups as necessary.
 - vii. Facilitating training for faculty and committee members.
 - viii. Providing advice and guidance to the committee and Academic Senate on Curriculum related topics.
 - ix. Signing off on completed Curriculum Review.
 - x. Signing the Annual Curriculum Approval Certification.

D. Advisory Members: additional non-voting members or guests may be invited to participate at the discretion of the Chair, including:

1. Financial Aid representative

E. Administrative support: appointed by the Office of Instruction

ARTICLE IV: BROWN ACT COMPLIANCE AND PARLIAMENTARY AUTHORITY

- A. All meetings of the Curriculum Committee will be open to the public, in compliance with the Ralph M. Brown Act, California Government Code §§ 54950-54963.
- B. All meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised, 12th ed.* as modified by the Brown Act.
- C. Agendas for all regular meetings will be posted at outside the boardroom located on Main Campus (SAS 360) and on the Curriculum Committee website at least 72 hours in advance of the meeting date and time, as noticed on the published agenda. Special meeting agendas will be posted at least 24 hours in advance. Time will be set-aside on each agenda to provide an opportunity for the public to address this committee on any item of interest to the public. Time limits for public participation will be stipulated on the agenda.

- D. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second. [Note: certain types of motions may require a supermajority, as described in *Robert's Rules of Order Newly Revised, 12th ed.*]
- E. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be presented for approval vote at the next noticed meeting and made publicly available on the Curriculum Committee website.

ARTICLE V: MEETINGS

- A. Regular Meetings: Every other week during academic semesters.
- B. Special Meetings: Special meetings will be held when the Chair notices or is informed of an item with an immediate deadline.
- C. Quorum: Simple majority of voting members

ARTICLE VI: OFFICERS AND THEIR DUTIES

- A. Chair:
 - 1. Sets the agenda and presides over meetings; and
 - 2. Serves as the committee liaison to the Academic Senate and faculty.
- B. Academic Senate Representative:
 - 1. Assumes all Chair responsibilities in the absence of the Chair.
- C. Secretary: Appointed by Office of Instruction
 - 1. Publishes and distributes the meeting agenda and minutes, maintains records, and updates the committee webpage.
- D. Technical Review:
 - 1. Technical Review is responsible for ensuring all material brought to the Curriculum Committee is complete and ready for review. Technical Review consists of
 - i. Curriculum Chair
 - ii. Articulation Officer
 - iii. Curriculum Analysts
 - iv. Counselor Representative

ARTICLE VII: SUBCOMMITTEES

Ad hoc subcommittees may be formed as needed by the Curriculum Committee to carry out specific tasks. Membership and scope of work is defined by the committee at the time of formation.

ARTICLE VIII: AMENDMENTS

Proposed amendments to these bylaws must be approved by a two-thirds majority vote of seated members and ratified by the Academic Senate in order to take effect.