

Curriculum Services

CURRICULUM AND INSTRUCTION (C&I) COMMITTEE CHARTER AND MEMBERSHIP

Purpose

The purpose of the Curriculum and Instruction (C&I) Committee is to review curriculum proposals against the standards of *student focus*, *academic quality*, *structural integrity*, and *articulation assurance* and recommend actions to the Vice President of Academic Affairs to ensure that SPC's academic programs facilitate student success.

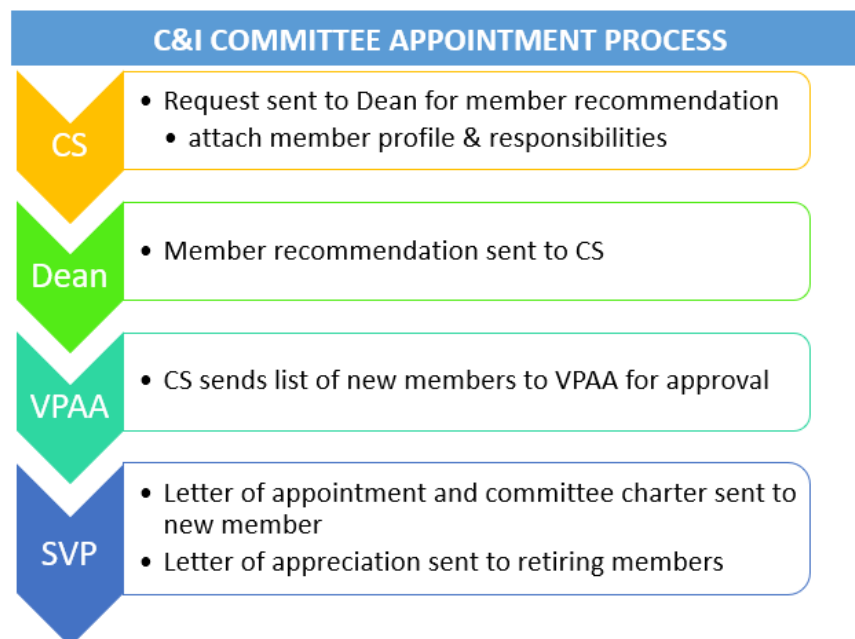
Committee Leadership and Membership

The Director of Curriculum Services (CS) chairs the C&I subcommittee jointly with a faculty member. The committee consists of a minimum of 35 appointed members who serve a minimum of one (1) two-year term and a maximum of three terms. Committee membership includes:

- Academic faculty appointed by their respective deans
- CETL representative(s)
- Instructional Design Technologist(s) – for MLO alignment to QM standards
- Academic Advisor(s) – for prerequisite review and impact of program changes to student progression along academic pathways
- Workforce Institute representative(s) – for review and impact of course changes to embedded industry certifications
- International Programs Office representative – for review and consideration of courses submitted for EWV designation (*as needed*)

Members are nominated to the Vice President of Academic Affairs by their immediate supervisor (e.g., academic dean).

Committee Appointment Process



Curriculum Services

Committee Charge

The C&I committee is charged with the following:

- reviewing curriculum proposals to add, modify, or delete academic courses and programs;
- providing feedback and recommendations to the C&I committee chairs on curriculum proposals;
- providing training and consulting services to academic program faculty and staff on SPC's curriculum philosophy and standards, the C&I process, CurricUNET/META system, and curriculum development/improvement;
- advocating for the continuous improvement of curriculum-related processes and student success initiatives (e.g., Academic Pathways; Transfer Plans).

Schedule of Meetings

The C&I committee meets a minimum of four (4) times a year:

- Two (2) meetings reviewing and acting on curriculum proposals submitted during the normal curriculum cycle; meetings usually take place in February and August.
- One (1) meeting developing members and improving SPC's curriculum and instruction process, products, and services to promote student success;
- One (1) "exception" meeting to review and act on curriculum proposals submitted outside of the normal curriculum cycle, due to legislative changes or college initiatives (as needed)

Training & Development

Based on feedback from the C&I committee, we will also offer additional training sessions such as:

- ✓ Writing MLO's
- ✓ Using Prerequisites
- ✓ Mapping Curriculum
- ✓ Assessing Learning
- ✓ Using CurricUNET/META
- ✓ Interpreting Advising Reports
- ✓ Advising with TR Plans
- ✓ Facilitating Impact Reviews
- ✓ Life Cycle of SPC's Curriculum

2022-23 C&I Committee Team Roster

Committee Chair: Teri Trede, College of Health Sciences, Trede.Teri@spcollege.edu

BLUE TEAM

Team Lead: **Jeff Briggs, College of Nursing, Briggs.Jeffrey@spcollege.edu**

Daniel Bueller	Mathematics Department	Bueller.Daniel@spcollege.edu
Erica Moulton	Natural Sciences Department	Moulton.Erica@spcollege.edu
Meg Delgato	College of Education	Delgato.Meg@spcollege.edu
Pam Tsou	Advising	Tsou.Pam@spcollege.edu
Roger Watts	Fine Arts/Humanities Department	Watts.Roger@spcollege.edu
Rosanne Beck	College of Public Safety Administration	Beck.Rosanne@spcollege.edu
Tim Godcharles	Online Learning and Services	Godcharles.Tim@spcollege.edu

GREEN TEAM

Team Lead: **Shashikant Goswami, School of Veterinary Technology, Goswami.Shashikant@spcollege.edu**

Bledar Prifti	Social Sciences Department	Prifti.Bledar@spcollege.edu
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Marc Unger	Fine Arts/Humanities Department	Unger.Marc@spcollege.edu
Shelbey Rosengarten	Communications Department	Rosengarten.Shelbey@spcollege.edu
Takita Cuthbertson	Advising	Cuthbertson.Takita@spcollege.edu
Wendy Rib	School of Veterinary Technology	Rib.Wendy@spcollege.edu

RED TEAM

Team Lead: **John Long, College of Computers & Information Technology, Long.John@spcollege.edu**

Anthony LaPorte	Fine Arts/Humanities	LaPorte.Anthony@spcollege.edu
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Lynn Grinnell	College of Business	Grinnell.Lynn@spcollege.edu
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Sue Kubler	Advising	Kubler.Sue@spcollege.edu
Vicki Westergard	Online Learning and Services	Westergard.Vicki@spcollege.edu

YELLOW TEAM

Team Lead: **Geoffrey Brown, College of Public Safety Administration, Brown.Geoffrey@spcollege.edu**

Angela Trujillo	Advising	Trujillo.Angela@spcollege.edu
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