**Laney College Curriculum Committee**

**Responsibilities of Committee Membership**

1. Participate in the work of the committee, a subcommittee of the Laney College Faculty Senate with the following charge:

* Review proposals for new courses, programs, course and program revisions and deactivations.
* Participate in the program review and accreditation review processes.
* Review and recommend changes in the general education and graduation requirements.
* Review course proposals for alignment with articulation requirements. Recommend procedures and policies affecting curriculum.
* Review and recommend changes to the college catalog.
* Speak for interests and concerns of area of college represented on the committee.
* Communicate curriculum actions and information to faculty in the area of the college represented by committee member.

1. Specific Duties:

* Attend regularly scheduled committee meetings 2-3 times per month, including training sessions and committee retreats. Replacement on the committee may be considered after a member has missed more than three meetings in any given semester.
* Review curriculum proposals prior to committee meetings in order prepare their input at meetings and assist in assuring the quality of the proposals.
* Be trained and familiar with information on the curriculum committee website, most of all the information contained in the slide show "What It Means to Be a Member of the Curriculum Committee," which is posted on the main page of the curriculum committee website http://www.laney.edu/wp/curriculum-committee.