

South Seattle College

Curriculum and Instruction Committee Bylaws

Contents

Mission.....	1
Function	1
Membership.....	2
Voting Members	2
Elections.....	2
Alternates.....	2
Ex-Officio.....	2
Duties/tasks of the Curriculum and Instruction Committee:	3
Subcommittees and Taskforces	3
Provisional Approval	3
Service Level Agreement.....	4
Deadlines for Approval	4
Rights	5
Attendance.....	5
Faculty nonattendance due to class scheduling	5
Attendance of faculty without a teaching assignment.....	5
Quorum.....	5
Officers.....	6
Elections.....	7
Meetings	7
Parliamentary Authority	7
Amendment of Bylaws.....	8

Mission

The Curriculum and Instruction Committee, here after known as CIC, is a standing campus committee which advises the Vice President for Instruction. This committee encourages and fosters curriculum development and faculty participation in program planning and coordination of the college curriculum and maintenance of academic standards.

Function

The CIC has primary responsibility for developing and reviewing the policies and guidelines related to program planning and coordination of curriculum, instruction and maintenance of academic standards. The committee will advise and make recommendations to the Vice President for Instruction regarding instructional issues. The Vice President for Instruction will respond in writing to all formal CIC recommendations within a reasonable period of time. Matters which must be brought before the CIC include the following:

1. Review, origination and revision of current degree and/or certificate programs and courses that generate FTE's as well as 080 and 090-level English, math, ESL and IEP courses and programs.
2. Matters pertaining to academic standards, either deemed important by the committee or brought to the committee's attention by faculty, staff administration, other SSC committees or the campus community.
3. Final revisions to Student Learning Outcomes (SLOs)--these are approved by the CIC and the Vice President of Instruction.

Membership

Voting Members

The CIC consists of 15 voting members from full or part-time faculty (five from Academic Programs and five from Professional/Technical, one from Basic and Transitional Studies, one Librarian, one from the Bachelor of Applied Science Programs, one from International Programs and one Counselor). The membership represents as many disciplines of the college as possible. Members are elected by their respective units for two-year terms. If possible, terms will be staggered with half of the faculty elected each year. Members may not serve more than two consecutive terms.

Elections

Members are elected by their respective units for two-year terms. In the event elections are not able to fill member or alternate vacancies, members or alternates may be appointed as needed on a rolling basis.

Alternates

Alternates are elected in the same manner. Alternates are encouraged to attend all meetings and keep current with committee business. Alternates vote only when they are representing another member of the CIC. In the event that an alternate member is needed to replace a standing committee member, the committee shall request a substitute for the alternate immediately. The replacement must be a faculty member from the same educational area (Academic Programs, Professional/Technical, Library, Counselor, Basic and Transitional Studies or International Programs), as the previous alternate.

Ex-Officio

The Vice President for Instruction and any dean, associate dean, administrator or designee of any division with faculty direct reports may serve as an ex-officio member on the committee. A primary responsibility of the ex-officio member is to ensure that vacant voting and alternate member slots are filled from their division. The student services ex-officio member will provide insight on prerequisites, special designations and other degree requirements.

Duties/tasks of the CIC:

The CIC advises and makes recommendations to the Vice President of Instruction on instructional matters, and performs following duties and tasks:

- Considers the review, origination and revision of current degree and/or certificate programs and courses that generate FTE's as well as 080 and 090-level English, math, ESL and IEP courses and programs
- Develops and reviews policies and guidelines related to program planning, the coordination of curriculum and instruction, and the maintenance of academic standards
- Approves any final revisions to SLOs, along with the Vice President of Instruction

The CIC will respond to issues brought before the committee in a timely manner. Short term programs/courses, of two quarters or fewer, are **excluded** from the Origination, Revision and Review process. These are approved by the Vice President for Instruction with the appropriate Dean.

Subcommittees and Taskforces

The CIC will establish standing three standing subcommittees to accomplish the work of the CIC. Subcommittees may be configured as needed. Subcommittees shall report regularly to the CIC.

The CIC may also establish task forces and subcommittees to address issues that require further study and consideration. Task forces and subcommittees may have members who are not members of the CIC.

Provisional Approval

Provisional status can be awarded to courses (originated or revised):

- When issues related to the course's approval cannot be answered or addressed without running the course.
- When concerns about a course meeting the criteria for approval can be better addressed with data and evidence obtained by running the course.
- When timing issues (not the fault of the requestor) prevent the course from going through the normal approval process.
- At the request of the VPI.

Courses may be run on provisional status for three quarters during or after which time the Office of the Vice President of Instruction will send the course back to the dean to request approval.

The following information should be provided by submitters seeking provisional approval.

1. Why are you seeking provisional approval for this course?
2. If provisional status is being sought due to a deficiency of information required for the normal approval process. How do you plan to address this when the course is presented for normal approval? (Or what results are needed to show the course should obtain approval in the normal process?)
 - What instrument will you use or what data will you collect?
 - What evidence will you present?
3. Identify the quarter when you will be submitting this course for full approval.

Service Level Agreement

In support of our mission, the CIC adheres to the following Service Level Agreement (SLA):

Completed course approval requests that meet the guidelines for approval (as detailed in the guide and checklist) will be reviewed for approval within 6 weeks*.

- Incomplete courses and/or those that do not meet the guidelines will not be reviewed until they are complete and meet the guidelines at which time the 6 week* time period begins.
- In the event a decision on course approval is not made within the 6 week* timeframe the course may be granted provisional approval. Once the course is approved through the regular process, the provisional approval designation will be dropped.

*The 6 week time period is only in effect when CIC is in session, during the academic school year and does not include summer quarter, breaks or holidays. The 6 week time period begins on the date of the first CIC meeting following the submission of the course. Issues about the application of the SLA or the eligibility of a course for provisional approval will be decided by the VPI.

Deadlines for Approval

The CIC has established the following deadlines for submission of course and program originations, revisions, and adoptions. Please submit these materials in accordance with the dates listed below to minimize challenges posed by the CIC's workload and campus deadlines.

Courses submitted by:	Will be approved for:
Fall	Spring
Winter	Fall
Spring	Winter

Rights

The Chair (individual or shared) of the CIC will receive reassigned time or other compensation as negotiated.

Attendance

Elected members need to notify the committee Chair and contact their specific alternate if they are unable to attend meetings. After three consecutive absences, the committee Chair will recommend that the alternate become the active member.

Faculty nonattendance due to class scheduling

CIC members whose class schedules prevent them from participating in the CIC may request the alternate attend in their place (for one quarter). If member is unable to attend for more than one quarter, they should excuse themselves and request a new representative from their department/division.

Attendance of faculty without a teaching assignment

CIC members without a current teaching assignment (excluding summer), may participate in the CIC (for one quarter). Beyond that, they should excuse themselves and request a new representative from their department/division.

Faculty may, on a case by case basis and with approval from the CIC, serve on CIC for more than one quarter without teaching.

Quorum

A quorum consists of 50% plus one (8) of the current elected members and/or their currently serving alternates.

Officers

After the completion of the election, committee members will elect from among their membership a Chair. The Chair position may be filled by an individual or shared by Co-Chairs. Optionally a Vice Chair may also be elected. If the Chair is unavailable, the Vice Chair will assume the duties of the Chair. The Chair should have served on CIC for at least one year, not necessarily the year immediately prior to their term. The Secretary will be appointed by the Vice President for Instruction.

These officers will take office fall quarter. The Chair and Vice Chair will serve a one-year term, and may not serve more than two consecutive terms as officers*.

In addition to the standard responsibilities for convening and conducting meetings, the Chair:

1. Develops agenda items with the recording secretary.
2. Makes provisions for recording and distributing minutes of the CIC meetings to include publication of the agenda.
3. Ensures the development and acceptance of short-range objectives and long-range goals for the CIC.
4. Coordinates the work of the CIC.
5. Informs the Vice President for Instruction in writing of policies recommended by the CIC.
6. Works with the Vice President for Instruction to provide an annual review of those recommended CIC policies which were formally adopted and assesses the regulations and procedures implemented.
7. Facilitates orientation for new members.
8. Forms an election committee at the first meeting of spring quarter.
9. Works with the campus webmaster to ensure that the CIC web site's content is current.

*Anyone serving in any capacity on the CIC may not serve more than two consecutive terms (four years).

Elections

An elections committee will be formed at the first meeting of spring quarter. The committee will:

- encourage nominations
- prepare a ballot
- publicize and coordinate the election
- report the results to the CIC

New members will be elected to a two-year term, and will assume duties at the beginning of the fall quarter following their election. The entire SSC community will be notified of election results within five working days from the close of the election.

At the last meeting of Spring Quarter CIC will elect the Chair, whose responsibilities will begin the following Fall Quarter. The newly-elected members will be invited to the CIC meeting during which the election of the Chair will take place. New members will be allowed, but not required, to vote.

Meetings

All business will be transacted in meetings open to the entire college community and minutes will be distributed and will be available to the entire campus.

Provisions will be made in the college calendar each quarter for the scheduling of common meeting times for transacting CIC business.

An agenda for each scheduled CIC meeting will be prepared and distributed prior to the meeting. Minutes of each meeting will be prepared and distributed.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the CIC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the CIC may adopt.

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the CIC by a two-thirds vote of those members present provided that the amendment has been submitted in writing to all CIC members and alternates at least fourteen days prior to the meeting.

- Bylaws Adopted: 7/23/96
- Revised 1/29/97
- Revised 9/97
- Revised 4/10/98
- Revised 1/11/99
- Revised 5/24/2002
- Revised 6/04/04
- Revised 12/1/06
- Revised 6/6/08
- Revised 5/11/09
- Revised 10/18/2010
- Revised 5/12/2014
- Revised 5/10/2016
- Revised 11/15/2016
- Revised 6/13/2017
- Revised 2/26/2018
- Revised 6/04/2018