### **New name: Curriculum and Degree Requirements Committee (CDRC)**

### **Purpose**

Lane Community College is committed to transforming lives through learning. The curriculum is central to this vision and should be organized to facilitate student learning. The curriculum, as a whole, should reflect a commitment to excellent education and is essential to the achievement of high standards in the academic program.

In supporting the mission of Lane, the Curriculum and Degree Requirements Committee (CDRC) is chartered with overseeing the academic quality and content of the curriculum. To fulfill this assignment, the committee will initiate specific strategies to promote academic breadth, depth and integrity, and to facilitate innovation in the programs offered to students.

### **Duties**

To fulfill its purpose, the Committee shall:

1. Review and evaluate proposals that initiate course or program changes;
2. Assure that a curriculum is well developed, clear and complete, and that supporting documents adequately supplement the proposal;
3. Make recommendations to assist individuals to strengthen their course or program proposals;
4. Evaluate the impact a course proposal may have on other courses or programs
5. Provide guidelines and criteria for the development of new/revised courses and programs;
6. Review and revise procedures associated with curriculum development;
7. Assure curriculum proposals include course outcomes that are connected to Core Learning Outcomes and that assessments listed indicate how learning outcomes will be measured;
8. Review proposals to change degree requirements;

### **Membership**

The Committee will consist of membership that reflects the Lane community, including staff, faculty, and management representatives. Faculty membership should consist of representatives from career/technical and lower-division/transfer, including at least one representative from the following departments: Math, Language, Science, Business-CIT, Health Professions, Advanced Technology, Social Sciences, and Arts. Additional membership should include representatives from the library, advising/counseling, financial aid, degree evaluation, and the Curriculum Office. Faculty who want to join the committee must be recommended by their dean and approved by the Faculty Council. The committee will be chaired by a faculty member to be selected by the Committee. Rotating membership is 3-5 years.

### **Quorum**

A quorum consists of half the membership present.

### **Curriculum Responsibilities**

The initiator of a curriculum proposal, together with the division chair, will be responsible for shepherding the proposal through the [approval process](https://www.lanecc.edu/copps/documents/curriculum-approval-guidelines). The Curriculum Office will act as a resource and support for completing the curriculum approval process. Proposals should be discussed with the division chair and discipline colleagues prior to submission to the Curriculum and Degree Requirements Committee. Issues raised should be resolved prior to submission. In the event agreement cannot be reached in the department, a narrative with the interests and positions of all parties must be submitted with the proposal. Interdisciplinary proposals should include representatives from all affected disciplines in the discussion stage.

The vice president has responsibility to approve the recommendation and submit it to the Department of Education for approval. In the event that the vice president does not concur with the recommendation of the Curriculum and Degree Requirements Committee, the vice president will so inform the committee chair and share the reasons for this. If possible, the vice president will share these concerns at the next scheduled meeting of the Curriculum and Degree Requirements Committee and participate in a full discussion before taking final action.

### **Relationship With Other Committees/Personnel**

The Curriculum and Degree Requirements Committee may form sub-committees to focus on specific tasks or issues. The committee may assign proposals to individual members whose expertise will allow more careful analysis of such proposals to prepare a recommendation to the committee as a whole.