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Learning Resources Center Division Curriculum Committee

Foothill College

LRC Division Curriculum Committee Bylaws

Article I: Name and Purpose

1. Name: This committee shall be known as the LRC Division Curriculum Committee.
2. Purpose: The purpose of the committee is to oversee curriculum development and review within the division, ensuring alignment with college standards, policies, and state regulations.

Article II: Membership

1. Composition

- | The committee shall consist of two faculty members, including one from tutoring and one from the library, and may

members may be included for input but do not contribute to quorum or

Article III: Meetings

1. Regular Meetings

- | Regular meetings shall be held at least quarterly during the academic year.
- | Meeting times and locations will be determined at the start of each term and published in the same location as agendas and minutes, as well as being provided to College Curriculum Committee leadership for distribution.

2. Special Meetings

- | Special meetings may be called by the co-chairs with at least 24 hours' notice. Agendas and minutes, as well as public access, must otherwise follow the same policies as regular meetings.

3. Agenda and Minutes

- | Meeting agendas must be physically posted at least 72 hours before a regular meeting. The posting location shall be consistent and publicly accessible.
- | Minutes of all meetings shall be recorded and made available to

Article IV: Curriculum Development Process

1. New Course/Program Proposals

- | Any active member of the faculty may, at any time, propose a new curriculum item.
- | Proposals can be made via the campus Curriculum Management System (CourseLeaf) but should also be discussed with the committee during scheduled or special meetings.

2. Division Course Discussion

- | All division constituents are encouraged to discuss curriculum items.
- | Division discussions should guide committee members in their voting decisions.
- | Discussions are primarily facilitated during scheduled or special meetings.

Article V: Quorum and Voting

3. Quorum

- | A quorum shall consist of two voting members, which represents a simple majority of the total voting membership.
- | If the quorum is not met, the meeting may proceed for discussion purposes, but no votes may be taken.

4. Voting Procedures

- | Each voting member has one vote.
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