

Committee Meeting Report: Nov 7 2024

Division: LRC

Date of Meeting: Nov 7 2024

Attendees: Eric Reed, Jeremy Peters, and Micaela Agyare

Course Updates & Actions:

Date	Item	LRCCC Approval	Office of Instruction
11/7/24	Division Bylaws	Yes	NA

Learning Resources Center Division Curriculum Committee

Agenda

Thursday, Nov 7, 11AM-12 PM

Library Conference Room 3533

- Report out items
- Review CCC meeting agenda and note items of likely interest for LRC.
- Draft and Adopt LRC Division Curriculum Committee Bylaws
 - The committee met to draft and adopt division curriculum bylaws as requested by the CCC so as to be compliant with the Brown Act.
 - Committee will also provide CCC with items requested for the Curriculum consent calendar

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 also include student representatives, counselors, or other non-voting advisory members as appropriate.
- The two faculty members shall be co-chairs of the committee.

2. Membership Eligibility

- Voting members must be current active faculty members in the division.
- Non-voting members may be included for input but do not contribute to quorum or voting.

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 the public upon demand.
- Both minutes and agenda shall additionally be provided to the Foothill College Curriculum Coordinator within the allotted timeframe for publishing on the College Curriculum Committee website. *Note that this provision does not satisfy the notification requirement and is provided as a service by the CCC.*

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.
- A motion passes with a simple majority of the quorum present.

Article VI: Roles and Responsibilities

1. Committee Chair(s)

- The co-chairs shall preside over meetings, set agendas, and represent the committee at college-level curriculum meetings.
- The co-chairs may delegate tasks as necessary.

2. Members

- Members are responsible for attending meetings, participating in discussions, and voting on matters concerning curriculum.
- Members may also be assigned to subcommittees or working groups as needed.

Article VII: Amendments

1. Amendment Procedure

- These bylaws may be amended by a simple majority vote of the committee, provided that the proposed amendment has been presented in writing at the previous meeting.

2. Review of Bylaws

- The bylaws shall be reviewed at least once every year to ensure they meet current needs.

Adopted on 11/7/24