## CCC Faculty Co-Chair Responsibilities

* Conduct College Curriculum Committee meetings
* Collaborate with VPI, articulation officer and curriculum coordinator to prepare CCC agenda
* Collaborate with curriculum coordinator to complete minutes and Communique
* Maintain table of CCC current topics/business
* Develop and update resource materials for curriculum development
* Serve as a resource to the college community with questions/concerns about curriculum (much via email)
* Help curriculum coordinator revise catalog language as necessary
* Provide training/professional development opportunities surrounding appropriate curriculum development (e.g. stand alone, curriculum committee orientation)
* Remain informed about statewide curricular issues (attend Curriculum Institute, ASCCC plenary meetings, subscribe to CCC curriculum chair list serv)
* Communicate promptly with faculty, articulation officer, etc. regarding curriculum announcements (C-ID meetings, transfer degree developments, etc.)
* Collaborate with VPI to revise District board policy/procedure r/t curriculum as necessary
* Route GE substitution forms to appropriate discipline faculty after reviewing them for transcript and course description/syllabus
* Communicate curricular issues between the Academic Senate and the College Curriculum Committee
* Facilitate curriculum committee procedures regarding stand alone courses, new degrees and certificates, prerequisite implementation, Title 5 compliance reviews, etc.
* Additional items as they arise e.g.
	+ Help coordinate development/reconciliation of families
	+ Help coordinate development/reconciliation of FSAs
	+ Help coordinate development/reconciliation of course equivalencies across district