Curriculum Handbook

Chapter 3. Standing Rules and Procedures

3.1   Membership

Curriculum Committee membership is governed according to the bylaws of the Napa Valley College Academi-1 (0-2 ()-10be)-30be1pTo0o5oToy-0w 24g78ad Business Meeting of the Senate.

Committee members for academic year 2024-25 are listed below, along with the areas they represent. Voting members are identified with an asterisk (*). This list will also be posted on the Curriculum Committee website.

- Ana Clare Elizarrarás, Curriculum Committee Faculty Co-Chair (votes only in tie)
- Steve Balassi, Faculty Representative for Social Sciences*
- Rhue Bruggeman, Faculty Representative for Arts and Humanities*
- Shawna Bynum, Faculty Representative for Math*
- JerryHealth
  Occupations, and Arts and Humanities
- Molly Hodgins, Faculty Representative for Career Education and Workforce Development*
- Stacey Howard, Articulation Officer*
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- Alysia Thomas, Faculty Representative for Science and Engineering*
- Vacant, Faculty Representative for Health Occupations*
- Vacant, Faculty Representative for Language Arts and Development Studies*
- Vacant, Counseling Services Specialist / Admissions and Records Analyst*
- Vacant, ASNVC Student Representative*

3.2   Participation on the Committee

Each Curriculum Committee member is expected to attend all meetings and participate fully in the work of the committee according to the roles and responsibilities outlined in Chapter 2 of this Handbook. Notification of an absence should be made to the Faculty Co-Chair (in person, in writing, or via email) whenever possible in advance of the meeting.

The Faculty Co-Chair may invite resource persons to participate in committee fact-findings and discussions. Such persons will not vote. Interested persons may attend meetings but are not to participate in discussions unless called upon by the Faculty Co-Chair, except during public comment.

3.3   Quorum

The Curriculum Committee currently has 24 total members, including 12 voting faculty representatives, 2 voting classified representative, and 1 voting student representative. To transact business at a committee meeting or subcommittee meeting, a quorum shall consist of 20 percent of the faculty membership or 3 voting faculty representatives.

3.4   Meeting Dates

The Curriculum Committee ordinarily meets on the first Friday of each month during the academic year from 9:00 a.m. – 11:00 a.m., including all the following dates:

Fall 2024	Spring 2025
August 22*	January 19*
September 6	February 7
October 4	March 7
November 1	April 4
December 6	May 2

The Curriculum Committee will hold additional specialty meetings reserved for General Education Subcommittee, New Program Taskforce, and Program Discontinuance meetings on the third Friday of each month during the academic year from 9:00 a.m. – 11:00 a.m. including the following dates:

Fall 2024	Spring 2025
September 20	February 21
October 18	March 21

November 15   May 16

(*Note: Flex Day meeting scheduled at a different time and location)

The Faculty Co-Chair may schedule additional meetings as needed. Once approved, the meeting schedule is published on the Curriculum Committee website.

3.5   Meeting Location

Curriculum Committee meetings will be held in Room 1434/1435 Mallacomes Hall

member and moved to the action agenda. Voting members may also revise the agenda prior to adoption through a motion to amend (subject to a two-thirds majority vote, or unanimous vote if less than two-thirds of voting members are present). However, under the Brown Act, action items may only be added to the agenda if the need for such action only became apparent after the posting of the original agenda or in an emergency situation. Once approved by a majority vote, the agenda becomes the "Orders of the Day."

Approval of the Previous Meeting's Minutes: Curriculum Committee members may make any corrections or revisions to the minutes of the previous meeting before voting to approve them.

General Announcements (3 minutes): Curriculum Committee members are invited to make announcements to the committee at this time.

Public Comment (3 minutes): Members of the public are invited to comment on items on the agenda or other matters within the jurisdiction of the Curriculum Committee. Time may be extended by the Faculty Co-Chair or by approval of two-thirds of voting members.

Information Items: Items placed on the information agenda may involve discussion, but no action will be taken. This may include reports from the Faculty Co-Chair, Articulation Officer, or Curriculum Analyst. Actions of the General Education subcommittee and recommendations of any workgroups or ad hoc taskforces may also be included here.

Consent Items: The consent agenda will be treated collectively as one action item. At the request of any voting member of the Curriculum Committee, an item may be removed from the consent agenda to the action agenda to allow for discussion.

Discussion Items: Discussion items are a chance for all committee members (voting and non-voting) to discuss any matter related to the business of the committee, often leading to action or providing the Faculty Co-Chair with direction. Once the item has been introduced, the Faculty Co-Chair will open up the floor for comments and debate following the standard parliamentary rules of order as listed below. Members will raise their hand or otherwise indicate their desire to speak and wait to be acknowledged by the Faculty Co-Chair. The Faculty Co-Chair shall strive to provide a consistent amount of time for each person wishing to address the committee based on the number of people wishing to comment and the total amount of time allotted for that item.

Action Items: Each item on the action agenda requires a vote from the Curriculum Committee. To begin consideration of an item, it must first be moved and seconded. The Faculty Co-Chair will then either restate the question (if the item is carried over from the discussion agenda) or provide the committee an opportunity to discuss the proposal. At this time, voting members may make motions or amendments according to the list of motions described below. The item shall be approved (or rejected) based on simple majority vote with only voting members taking part.

Future Items Items listed on the future agenda are neither debated nor voted upon but placed here to inform the committee of items to be carried over or priorities for future meetings. Voting members may request that the Faculty Co-Chair place items on the future agenda.

Adjournment The meeting will conclude when a majority of the voting members approve a motion to adjourn.

3.8   Minutes

The Faculty Co-Chair will see that minutes are kept at all meetings. Minutes will include members present, all actions taken, and make note of all significant discussions. Minutes shall be distributed to all members of the committee and to the Academic Senate President and posted to BoardDocs within two weeks of the meeting or at least 72 hours before the next meeting of the committee.

3.9   Parliamentary Rules

- All motions, comments, and debate are directed to the Faculty Co-Chair
- Remarks must be courteous in language and deportment. Never allude to others by name or to motives. Discussions must be limited to the merits or lack thereof of the topic.
- Motions precede debate. Debate cannot begin until a voting member has made a motion on the item under consideration for action.
- The Faculty Co-Chair must restate the motion clearly so that everyone knows exactly what is being proposed and opened for debate.
- All members (voting and non-voting) may speak on any item open for debate. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- No member of the public may be involved in the discussion unless the Faculty Co-Chair has specifically recognized them, and only then to provide answers or clarifications on follow up questions.
- Time limits for discussion are absolute unless a voting member of the committe2 (C)-cace

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3.10 Motions

Motions are formal statements that describe a proposed action or decision. They are how the committee dispenses with any item up for action on an agenda. Motions will be heard in order of precedence and the order in which they are introduced, as defined below. For a full list of admissible motions, please see Robert's Rules of Order (as adapted for the Napa Valley College Academic Senate) in the references section of this chapter.

Move to Divide the Question: Divides the motion into smaller constituent parts.

Move for a Rising Vote (or **Roll Call Vote**): Rising vote requires vote to take place by voting members standing (or raising their hands) to indicate "ayes" and "nays." Roll call vote requires each voting member to answer "aye," "nay," or "abstain" as their name is called. No vote on motion required.

Point of Parliamentary Inquiry

- Listen with an open mind (practice active listening)
- Have a sense of humor
- Speak with candor
- Be fully present during discussions

3.13 Subcommittees

Subcommittees may be formed as necessary to manage the workload of the Curriculum Committee and advise the committee on specific issues. Subcommittees may vote to make recommendations to the full Curriculum Committee, but do not approve changes on their own. Any actions or recommendations are subject to approval by the Curriculum Committee.

All subcommittee business shall be conducted and governed by an agenda that will be circulated at least 72 hours in advance of the meeting (as described above). Meetings are open to members of the public and subject to the Brown Act. The Faculty Co-Chair will see that minutes are kept at all meetings and posted within two weeks of the meeting.

3.13.1 Standing Subcommittees
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Committee's action agenda. Criteria and processes used to review courses for General Education are found in Chapter 7 of this Handbook.

3.13.2 Ad Hoc Subcommittees

The Discipline Placement Subcommittee will be constituted as needed to advise the Curriculum Committee when disagreements arise between departments about placing courses within disciplines. Any Curriculum Committee member may request Discipline Placement review by emailing the Faculty Co-Chair (prior to a course proposal being placed on the agenda) or making a motion to refer a proposal to the subcommittee (if the course has gone through curriculum review