

DES MOINES AREA COMMUNITY COLLEGE
CURRICULUM COMMISSION
CHARGE

The Curriculum Commission will assess institutional curricula and make recommendations regarding:

1. The purpose, design and accessibility of existing curricula;
2. Curricular needs identified by students;
3. Curricular needs identified by the external community; and
4. Anticipated student/community demands and the creation of educational offerings which will accommodate those demands.

RESPONSIBILITY

The Curriculum Commission is responsible for reviewing and evaluating all data pertaining to the institution's curricular offerings. That data will include specific information regarding student achievement, retention, transferability and placement. Data will also include information regarding external factors such as employment supply and demand, employer follow-up, continuing education training demands and existing/emerging business and industry demands.

In the context of these data, the Curriculum Commission is further responsible for recommending:

1. The appropriate integration of existing curricula, courses and cored courses;
2. A coring typology and method for identifying and placing existing courses within the typology;
3. Discontinuation and creation of curricular offerings;
4. Approval of new curricular proposals presented by any department or Campus of the College; and
5. Consistency of requirements for degrees, diplomas and certificates at Des Moines Area Community College.

POWERS

The Curriculum Commission is empowered to vote on any and all developed recommendations. A recommendation receiving approval of two-thirds of the Commission membership will be submitted to the Vice President for Educational Services for response. Any recommendation vetoed by the the Vice President will be returned to the Commission; a written public explanation for rejection and/or suggestions for amendment will accompany the vetoed recommendation. Developed recommendations which fail to receive approval of two-thirds of the Commission membership will be rejected unless the Commission agrees that revision and resubmission are warranted.

MEMBERSHIP

Faculty and staff broadly representative of the College Campuses and departments will comprise the Curriculum Commission. Commission members shall be appointed by the President with staggering terms of service.

BUDGET

A budget of one thousand dollars (\$1,000.00) will be allocated for meeting expenses and materials, to enable the Curriculum Commission to carry out its charge.

PLANS/REPORT

The Commission each year shall present for review by the Vice President, annual objective and work plans for the Commission activities. Following June 30th of each year, the Commission shall present an annual report to the President.

STAFF SUPPORT

The Vice President of Educational Services and Educational Deans will provide administrative staff support to the Commission. In addition, the Commission shall integrate its work, as appropriate, with the work of the Planning Commission, The Quality of Work Life and Staff Development Commissions.