

CURRICULUM AND INSTRUCTIONAL COUNCIL (CIC)

By-Laws

FUNCTION

The Curriculum and Instructional Council (CIC) is a committee of the Academic Senate and thus makes its recommendations to the Senate as well as to the VP of Instruction on matters relating to curriculum and instruction (see attached Board Policy 2.23 and Title 5 language on Academic and Professional Matters).

CHARGE OF THE COUNCIL

1. To review and make recommendations on all curricular matters, including approval of new programs and courses, course revisions or deactivations, prerequisites and corequisites, and placement of courses within disciplines.
2. To review and evaluate courses and programs periodically and make recommendations.
3. To review and recommend changes in general education requirements and graduation requirements.
4. To recommend procedures and policies affecting curriculum.
5. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

MEMBERSHIP

1. Four (4) faculty representatives, from different instructional areas, appointed by the Merritt Academic Senate. The term of office will be two years, with two faculty representatives chosen each year. Reappointments will be allowed.
2. One (1) student representative appointed by the Associated Students of Merritt College (ASMC). The term of office will be one year, with voting privileges conferred starting the second semester. Reappointments will be allowed, in which case the student representative will have voting privileges for the full term of the reappointment.
3. Articulation Officer
4. One (1) counselor (faculty)
5. The Academic Support Supervisor / replacement, Deans and Vice Presidents are non-voting, ex-officio members, and are expected to attend CIC meetings to participate in discussion and debate on matters that affect their areas.

APPOINTMENTS, VACANCIES, AND ELECTION OF CHAIRPERSON

1. During March of each year, the CIC Chairperson will inform the Merritt Academic Senate President and the ASMC President of any vacancies for the following fall semester within their respective areas. Appointments to fill those vacancies will be forwarded to the CIC Chairperson by March 30.
2. A vacancy may be declared when a member is absent for three CIC meetings within one semester. The CIC chair will then inform the Academic Senate president of the vacancy, who will appoint a replacement within two weeks.

3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CIC Chairperson will notify the officer (i.e., the College President, Academic Senate President, or ASMC President) who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Chairperson within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. If the Chair resigns or is unable to complete his or her term, the Vice Chair will fill out the term.
6. Each May the CIC will elect a Chair and a Vice Chair from among its faculty members, subject to the advice and consent of the Merritt Academic Senate. No person may serve more than three consecutive terms as Chairperson unless authorized by the Academic Senate.

CHAIRPERSON DUTIES

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty Chair includes the following:

1. Prepare agendas.
2. Conduct the council meetings.
3. Edit minutes.
4. Set the calendar of council meetings (in consultation with the VP of Instruction).
5. Keep informed of curriculum standards (including Title 5, the Curriculum Standards Handbook, intersegmental and accreditation standards).
6. Supervise the orientation of new members and on-going training of continuing members.
7. Assist discipline faculty in the curriculum development process (usually with faculty CIC member from that division).
8. Assure that council functions take place smoothly: Technical review, prerequisite review, distance education review, general education review, library sign-off, articulation, and program review reports to the committee.
9. Report regularly to the Academic Senate and College Council.
10. Sign off on final version of curriculum recommendations to the Board.
11. Sign off on IGETC and CSU-GE Breadth submittal forms.
12. Review catalog drafts for concurrence with approved changes.

PROCEDURES

1. Regular meetings will normally be held twice a month, but shall meet at least once a month, during the regular academic year. The CIC Chairperson may call extra meetings if special needs require them.

2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CIC to conduct business.
3. The CIC Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) days preceding a scheduled meeting:
 - CIC Members
 - College President
 - Vice Presidents
 - Deans
 - Department Chairs
 - Academic Senate President
 - Merritt Library
 - Campus Website (posted)
 - Other campus communication systems
5. Individuals with business before the CIC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda. The Deans will notify any concerned individuals when business from disciplines under their supervision is on the agenda. Items for which there is no appropriate representation present may be postponed to a later meeting at the discretion of the Chairperson.
6. When considering a proposal, the CIC may vote to approve, to disapprove, or to refer the proposal back to the originator with instructions to revise.
7. At least once a month the CIC Chairperson (or his/her designee) will present to the Academic Senate, in person or in writing, a report of all official actions taken by the CIC. Minority recommendations of the CIC may be submitted to the Academic Senate before recommendations of the CIC are acted upon by the Vice President of Instruction. The senate may upon its discretion either act upon the minority position with a motion, relay the minority position to the Vice President of Instruction or do nothing.
8. Actions not approved by the Vice President of Instruction will be promptly returned to the CIC Chairperson and the Senate President with a written rationale in an effort to reach consensus.
9. Only actions that are adopted by the CIC and the Vice President of Instruction/President will be forwarded to the District Council on Instruction, Planning and Development (CIPD), and the District Chancellor and Board of Trustees for final approval.
10. On a regular basis the Vice President of Instruction will report to the CIC any matters considered by the College Educational Master Planning Committee (CEMPC) that pertain to procedures or policies related to curriculum.
11. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.

AMENDMENTS

Amendments to the By-Laws of the CIC are made by written and adopted resolution of the Academic Senate after consultation with the CIC, the Vice President of Instruction, and the College President, provided that such amendments do not conflict with the policies of the CIPD.

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