

Amended _____

Curriculum Coordinating Council (CCC+) Bylaws

Approved 01/09/2018

I. Background

This structure for faculty governance of curricular issues was formed over the course of a year and a half, spanning 2015-2017. The development process for this structure was a highly collaborative one in which Seattle Central's administration encouraged and supported a faculty-led taskforce to gather information and feedback from other colleges, student services representatives, and broader faculty groups from across the college. The college's administration and faculty agree that faculty should have a strong voice in curricular matters and that the CCC+ will be a faculty-led body that works closely with students, student services, and administration. Fostering an environment that elevates faculty voice on curricular issues is a shared institutional interest that should result in a productive and supportive learning environment for students.

II. Statement of Purpose

The CCC+ is a representative body that gives voice to all faculty and exercises a major role in the policies, decisions, and processes related to curriculum and instruction at Seattle Central College. The core functions of the CCC+ are to

- Lead and coordinate all curriculum-related instructional planning and learning outcomes assessment with the goal to support and improve instructional programs.
- Discuss and resolve curriculum-related issues that come up in standing committees or elsewhere.
- Create inclusive, equitable, and systematic procedures for the development of new programs and degrees.
- Review and endorse new programs.
- Document, update, and share all curriculum policies.
- Hear and give voice to faculty ideas and priorities about curriculum and instruction.

The CCC+ is empowered by the NWCCU 2.C.5, which states, "Faculty, through well-defined structures and processes with clearly defined authority and responsibilities, exercise a major role in the design, approval, implementation, and revision of the curriculum, and have an active role in the selection of new faculty. Faculty with teaching responsibilities take collective responsibility for fostering and assessing student achievement of clearly identified learning outcomes."

The CCC+ is a Council and the Chairs of the Standing Committees (Program Review, Learning Communities, Course Approval, Instructional Assessment) report the work of their Committees to the entire Council.

III. Core Values

CCC+ Core Values align with the College's core values and will be reviewed when the College's core values change.

Decisions and Processes related to curriculum and instruction will be:

- **Student-centered.** Diverse student voices, experiences, and perspectives should be sought and taken into account when making decisions about our curriculum.
- **Faculty-driven.** The structure of the CCC+ empowers faculty to make decisions that impact curriculum and instruction.
- **Transparent.** The process of making decisions must include a method of gathering input from faculty outside the council. It also must include a process for communicating to the college community when decisions are made.
- **Equitable.** Decisions and processes consider all groups and take into account that different college stakeholders (faculty, staff, students) need different support.
- **Inclusive.** Because we provide curriculum for a diverse body of students, and we value recruiting and hiring a diverse group of faculty, so too should our curriculum and decisions around it be inclusive of a range of ideas, perspectives, and voices.
- **Supported by evidence:** quantitative, qualitative, and experiential evidence will be taken into account when making such decisions.
- **Holistic.** Decisions made and the process for making them will gather input from and take into account the institution rather than one subset, small group, division, or department.

IV. Membership

The CCC+ will consist of the following members.

- CCC+ Chair
- 4 Standing Committee Chairs
- 8 stipended faculty representatives from the following mission areas:
 - Arts, Humanities and Social Sciences
 - STEM-B
 - Basic Skills and International Education Programs
 - Healthcare and Human Services Programs
 - Professional Technical Education
 - Co-Locations
 - Bachelor's program representative
 - Counseling & Library
- Instructional Dean
- Representative from eLearning
- Representative from Student Services
- Representative from Associated Student Council

The Vice President for Instruction and a member of Institutional Research/Institutional Effectiveness attend all CCC+ meetings but are not voting members.

Should the CCC+ determine that temporary representation from an additional area of the college is needed (e.g. college or district-wide initiative), the Council may vote to add a temporary member. Council will determine start and end dates for the temporary member and whether they will be a voting or non-voting member.

Faculty representatives from the eight mission areas will be stipended by the VPI office for a minimum 10 hours per quarter to cover monthly meeting attendance and communications responsibilities. Additional ad hoc committee work by faculty representatives may also be stipended with pre-approval from the VPI office. Faculty participation in the summer retreat will be stipended for all faculty (including Standing Committee Chairs). PT faculty are strongly encouraged to participate on standing committees or CCC+ (up to two per committee due to budgetary constraints).

Part Time faculty (up to 2 per standing committee) will be stipended for work in Standing Committees and/or CCC+.

MEMBER RESPONSIBILITIES/EXPECTATIONS

Members will serve a two-year term with the option of staying on for one additional year. Members must attend meetings regularly. If a member misses more than one meeting per quarter, the Chair and member will discuss whether the member is able to commit to completing their term. Members who fail to attend or participate may be removed via a 2/3 vote of the remaining members.

Members will be responsible for the following:

- Attending the summer retreat.
- Attending meetings in person or through telecommunications. Members should miss no more than three meetings in a year.
- Serving on ad-hoc committees as needed.
- Fully participating in the work of the Council and committing to a minimum of 5 work hours per month including meeting hours.
- If requested, participating in selection of new members.
- Communicating with and reporting to constituents.

CHAIR RESPONSIBILITIES/EXPECTATIONS

The CCC+ Chair will serve a term of 3 years with one quarter of overlap with the incoming Chair. During the quarter that two Chairs overlap, outgoing chair will convert to a stipended position rather than release time.

If any member of the CCC+ feels that the Chair is not fulfilling their duties, the member can request that the Vice President for Instruction discuss commitment and responsibilities with the Chair. If there is reason for the Chair to be removed, the VPI and the CCC+ members will vote on the decision.

The Chair will be responsible for the following:

- Preparing the agenda for meetings; accepting and approving agenda items.
- Preparing and distributing agenda and meeting materials before and after Council meetings to relevant college stakeholders.
- Facilitating CCC+ meetings.
- Advising, consulting with, and supporting work of Standing Committee Chairs.
- Coordinating work of ad hoc committees.

- Facilitating annual Summer retreat and any other CCC+ retreats.
- Revising, updating, and distributing annual CCC+ work plan.
- Soliciting volunteers/nominations for vacant CCC+ positions.
- Orienting new CCC+ members.
- Participating in selection of Council members with at least one Standing Committee Chair.
- Liaising with other campus or District groups/committees on behalf of Council when necessary.
- Collaborating with Professional Development Dean to create professional development opportunities related to the curriculum.
- Liaising and consulting with VPI on decisions and recommendations of Council.
- Surveying Council at least annually regarding Council accomplishments, priorities, and goals in order to inform work plan.
- Creating annual document highlighting decisions/recommendations of CCC+.
- Updating CCC+ communication plan.

NOMINATION AND SELECTION OF MEMBERS

- Nominations for Council members can come from any College employee or student.
- Faculty and staff can volunteer for open Council positions.
- Nominations and volunteers will be considered jointly by the CCC+ Chair and the Vice President for Instruction, and will be selected jointly by them and one other Council member.
- If no nominations or volunteers occur, the VPI will make recommendations to the Council. The Council will vote on whether or not to accept the nominations.
- Each Spring the Council will determine which positions need to be filled and work to solicit volunteers and nominations for those positions.
- In consultation with at least two Council members, the Vice President for Instruction will propose and/or select the Chair.

V. Meetings

CCC+ meetings will occur monthly on the second Tuesday of each month or as determined by the Chair before the start of the academic year. Meetings shall be held on a consistent day and time each month.

- Additional meetings may be called by the Chair or VPI with at least 4 days notice.
- Meetings should not exceed 2 hours.
- At least one standard meeting will be held each year at a satellite location (e.g., SVI, Maritime, Wood Technology Center, or Health Education Center).
- Digital (dialing in) attendance is possible.
- Open to all Seattle Colleges employees and students, though participation by non-members requires permission/invitation of the Chair.
- Closed session meetings may be called by the Chair.
- Agenda items must be sent to the Chair more than one calendar day before a standard meeting.
- Minutes and attendance will be recorded by administrative support at each meeting. Council will review and vote to approve minutes from the previous meeting at the start of each meeting. After approval by Council, minutes will be stored in a shared workspace and shared with all faculty.

- Standard meeting:
 - Review and approve previous meeting's minutes.
 - Reporting as needed; Chair report; VPI report.
 - Working items.
 - Standing committees report during the last meeting of each quarter.

VI. Decision Making Process

The Council will consider cross-programmatic curriculum and instruction matters, matters of academic standards and policy, creation of new instructional programs, or other issues brought forth by or concerning the Standing Committees.

- Council members will vote and abide by quorum guidelines. A quorum is considered to be a majority of voting members excluding vacant positions.
- The Council has decision making authority regarding academic standards and cross-programmatic curriculum and instruction issues and policies.
- The Council will vote to consult/recommend to the Vice President for Instruction regarding academic standards and cross-programmatic curriculum and instruction issues and policies that require budget reallocation.
- In matters where the Vice President for Instruction does not take the Council's recommendation, the Vice President for Instruction will provide clear rationale for their decision-making process to the Council at the subsequent CCC+ meeting.
- The basic decision-making process of the Council shall be to achieve consensus whenever possible. Formal action by the Council must be by simple majority vote.
- Voting members will reference the Council's decision-making tool when voting or recommending on matters of cross-programmatic or college wide consequence.
- As outlined in the Council's Communication Plan, input on matters of cross-programmatic or college wide consequence shall be sought by representative Council members to the best of their ability.
- Any item requiring a Council vote will be introduced and discussed, but unless the Council agrees to an exception, no action will be taken on the item until the following meeting. This is to ensure that members have the opportunity to share information and gather feedback from the broader campus community.
- Decisions and/or recommendations will be noted in the minutes and communicated to the larger college community.
- Members may not submit a vote by proxy.
- The Chair will only vote in the case of a tie.
- Only Faculty may vote on decisions or recommendations directly relating to curriculum. All other decisions and recommendations are voted on by the full council.

VII. Standing and Ad Hoc Committees

STANDING COMMITTEES

- **Course Approval Committee (CAC):** this committee encourages and fosters curriculum development and faculty participation in program planning and maintenance of academic

standards, primarily through monthly meetings, to review applications for new and revised courses.

- **Program Review Committee (PRC):** this committee encourages and fosters curriculum development and faculty participation in program planning and maintenance of academic standards, primarily through program reviews and course reviews.
- **Instructional Assessment Committee (IAC):** this committee encourages and fosters curriculum development and faculty participation in program planning and maintenance of academic standards, primarily through the development and assessment of student learning outcomes at the course, program, and college-wide levels.
- **Learning Communities Committee (LCC):** This committee encourages and fosters learning communities' development and participation in planning and maintenance of academic standards, primarily through quarterly meetings to review applications for new and revised learning communities composed of Coordinated Studies courses, linked courses, and integrated course assignments and experiences. The LCC reviews new and revised learning communities submitted by faculty. The committee considers compliance with college standards, accreditation standards, and alignment with the college mission, values, and learning outcomes. All new and revised learning communities must be reviewed and signed by the LCC prior to instruction. The LCC maintains and facilitates documents related to the learning communities' review and support process.

PT faculty are strongly encouraged to participate on standing committees. Part Time faculty (up to 2 per standing committee) will be stipended for 10 hours work in Standing Committees and/or CCC+ per quarter. Should work be expected to exceed 10 hours, standing committee chairs may request pre-approval from the VPI office for additional stipend funds in order for FT faculty to complete committee work. FT faculty committee work is part of salaried professional obligations per the CBA.

Faculty teaching teams whose learning community proposals have been approved by the LCC are encouraged to attend professional development opportunities to support their curriculum design of integrated assignments and team teaching pedagogy. Registration fees for workshops and retreats may be covered with pre-approval from the VPI office.

Participation in additional professional development opportunities that inform the work of the CCC+ and related standing committees may also be stipended with pre-approval from the VPI office.

STANDING COMMITTEE CHAIRS

- The four Standing Committee Chairs are chosen by the Vice President for Instruction. Chairs are granted 1/3 release per quarter if they are full time faculty, and a stipend of 13 hours per week if they are part time faculty.
- Work during summer will be based on a stipended schedule agreed upon mutually by the VPI and the Standing Committee Chair.
- The work of the Standing Committee Chairs is determined by the CCC+'s annual work-plan in conjunction with the VPI's curriculum agenda.

- Standing Committee Chairs serve a term of 3 years. Their term may be extended or renewed at the end of the 3 years.
- The removal of a Standing Committee Chair will be at the discretion of the VPI with prior consultation with the CCC+. Unless there is a dereliction of duty, dismissal and loss of tenure, and/or a Human Resources investigation of inappropriate professional behavior, the VPI will notify the Standing Committee Chair to be removed four weeks before the beginning of Fall, Winter or Spring quarter that they will no longer serve as a Standing Committee Chair.

AD HOC COMMITTEES

The CCC+ will establish Ad Hoc committees in order address timely issues in alignment with the annual work plan.

- At least one CCC+ member will serve as the Ad Hoc Committee Chair.
- CCC+ will set specific expectations for what the ad-hoc committee is going to do.
- Ad Hoc Groups must report information, progress, and issues to CCC+ on an ongoing basis.
- Ad Hoc Committees are created through a majority vote.

VIII. Communication Plan

The CCC+ will create and maintain a Communication Plan to operationalize its Core Values of Transparency and Inclusion. The Communication Plan will outline communication responsibilities for all CCC+ members. The Communication Plan will be reviewed and updated as needed at each CCC+ summer retreat. (See full Communication Plan below.)

IX. Work Plan

The CCC+ will create the following year's annual work plan at the Summer retreat each year, and the previous year's work plan will be reviewed. Items not completed in a given year can be carried over to the following year's work plan as appropriate. Additional items may be added to or removed from the work plan as needed through the academic year by a vote.

X. Ratifying and Amending bylaws

Bylaws must be ratified by a Council vote.

Amendments to the by-laws may be proposed by any faculty member through their representative, or by any member of the Council. An amendment must be submitted in writing to the Council, and Council will review proposed amendments quarterly. Passage of the amendment is by vote.

Bylaws and communication plan (including Council membership roles, decision-making processes, communication and other operating structures) should be reviewed by Council on a rolling, annual basis and updated as needed.

See section VI for voting procedures.

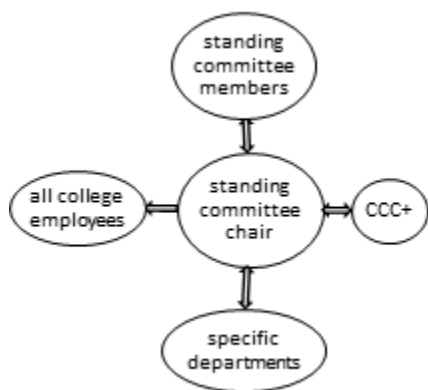
Communication Plan

General Purpose: Exchange curriculum-related information with stakeholders college-wide to ensure concerns and decisions are resolved and actioned.

Outline of Communication Responsibilities:

CCC+ CHAIR

- Liaise with Faculty Senate; College Council; District Counterparts; Faculty Development Coordinator
- Send CCC+ meeting notes to faculty
- Create/Maintain CCC+ web site(s) – web site updates; Facilitate web work of Standing Committees
- Create/Distribute surveys to all faculty
- Update/Distribute CCC+ Outlook group



STANDING COMMITTEE CHAIRS

- Share CCC+ updates/decisions/tasks directly related to standing committee work at relevant meetings
- Elevate standing committee generated ideas/issues at CCC+ meetings
- Encourage standing committee to review CCC+ meeting minutes and newsletter
- Engage in two-way conversations with other committees and key areas (Institutional Effectiveness, Student Services, Program Coordinators, etc.) as needed
- Send college-wide notifications about committee activities/process to all employees as needed
- Develop and maintain public facing content for upload to college web site that shares up-to-date standing committee guidelines and processes
- Maintain institutional Outlook and OneDrive accounts (seattlecolleges.edu) for email communication and document storage; document storage to include at least the past five years or more if necessary

FACULTY REPRESENTATIVES

- Set up email distribution lists for faculty program coordinators (available from VPI/HR or division administrative assistants)
- Maintain regular contact to supplement CCC+ meeting minutes
- Invite responses to agenda items ahead of policy votes
- Notify program coordinators of CCC+ decisions after policy votes

- Counseling & Library representative shares updates at counselor meetings and librarians meetings

VICE PRESIDENT FOR INSTRUCTION OFFICE

- Schedule standing one-on-one meeting with CCC+ Chair
- Communicate/Advocate for approved policies to President, Chancellor, other Vice Presidents, and faculty
- Partner with Human Resources to maintain Program Coordinator list and Outlook distribution groups for Faculty Representatives
- Implement approved policies

INSTRUCTIONAL DEAN, eLEARNING, STUDENT SERVICES, ASC REPRESENTATIVE, TEMPORARY REPRESENTATIVE

- Schedule standing agenda item at relevant department meetings to share updates and policy decisions
- Bring relevant curriculum-related ideas/issues from your areas back to the CCC+ for discussion

INSTITUTIONAL EFFECTIVENESS OFFICE

- Provide quantitative and qualitative evidence to support policy and other decisions

First bylaws approved 01/09/2018

Communication Plan added 07/2019

Temporary Representative position added 11/2020

Language about PT faculty representation and stipends added 11/2021

Additional faculty representatives added, plan to review bylaws and communications on annual basis, and language updates 6/2023

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