

Curriculum Committees

Advisory Committee

Institutions must establish separate industry-based advisory committees for each workforce education program. The Advisory Committee's primary role is to serve as the link between the expectations of the industry and South Texas College. During a program's initial stages, the Advisory Committee's functions are to serve as content matter experts who help *develop* the program's curriculum, set program learning outcomes, and, generally, shape the proposed program. It is in this phase, that the Advisory Committee helps establish the workplace competencies that align with the expectations of the industry ensuring students meet the learning outcomes that will prepare them for post-graduation employment. The Advisory Committee also provides the College with invaluable information that helps ensure the program has the adequate resources, including facilities and equipment, to provide students with the knowledge, skills and abilities essential for employment in that field. The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation and revision. According to the South Texas College's Program Review measures, all Workforce Program Chairs are to convene two Advisory Committee meetings per academic year. Information regarding the functions and composition of an advisory committee are adopted from Chapter Three of the Guidelines for Instructional Programs in Workforce Education (GIPWE) and published in the **Summary of Advisory Committee Meeting Procedures for Department Chairs**. This information can be requested from the Academic Initiatives & Project Officer in the Office of the Vice President for Academic Affairs. **Minutes from all Advisory Committee meetings must be maintained by the Program Chair, in accordance with the guidelines.**

Division Curriculum Committee

Each of the College's Instructional Divisions will maintain a Division Curriculum Committee to review and to recommend the nature of the College's curriculum and any necessary changes in it, assuring compliance with all guidelines from the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The membership consists of the Dean and the representatives elected to serve as voting members on the College-Wide Curriculum Committee, with additional members being elected as deemed appropriate by the Dean in order to adequately represent all of the programs within the division. From the membership, the Division Curriculum Committee will elect a chair and a secretary, who will record the deliberations and actions of the committee.

College-Wide Curriculum Committee

The purpose of the STC College-Wide Curriculum Committee is to review and evaluate curricula culminating in certificates or degrees leading to workforce preparation or transfer to senior institutions. The committee will review and approve the nature of the College curriculum and any necessary changes in it, assuring compliance with all guidelines from the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and program-specific accreditation criteria.

Voting Membership

The voting membership of the College-Wide Curriculum Committee is elected by the faculty from each of the Instructional Divisions based upon the chart listed below. An alternate member for each of the positions listed below must also be elected by the Faculty in each Division. The Dean of each instructional division is responsible for coordinating the faculty elections in August of each year. The total voting membership equals 31 members. **The voting membership of the College-Wide Curriculum Committee must also serve as members of the Division Curriculum Committee from their respective Divisions.**

Core Curriculum	Division	# of Representatives
Communication	LA	1
Language, Philosophy & Culture	LA	1
Creative Arts	LA	1
History	LA	1
Political Science	SBS	1
Social & Behavioral Science	SBS	1
Mathematics	MSITB	1
Life & Physical Sciences	MSITB	1
Total Core Curriculum Representation		8
Programs by Division	Division	# of Representatives
Business, Public Safety, and Technology	BPST	6
Nursing Allied Health	NAH	4
Liberal Arts	LA	4
Social & Behavioral Sciences	SBS	4
Math, Science & IT	MSITB	4
Bachelor Programs	MSITB	1
Total Core Curriculum Representation		23
Total Voting Membership		31 Representatives

NOTE: One representative elected for every 3 programs within the Division. (Refer to detailed list in Appendix G).

Officers

A Chair for the College-Wide Curriculum Committee will be elected from the voting membership. The Chair reviews the proposed major curriculum revisions before meetings, conducts each meeting following a simplified version of *Robert's Rules of Order*, and fosters discussion and compromise among committee members. The elected committee chair must be a member of the College-Wide Curriculum Committee in order to assume the role and may relinquish their voting rights to an alternate from their division. The Director of Curriculum, Planning & Compliance will assist the College-Wide Curriculum Committee Chair with their duties, as needed. (If the Committee Chair is unable to attend a scheduled meeting, the Director of Curriculum, Planning & Compliance may begin the meeting and entertain a motion for a temporary chair to preside over the meeting.) A Curriculum Specialist will act as secretary and record the deliberations and actions of the committee, as well as create and distribute the committee agendas. A majority of the voting members present at a meeting must vote in favor for the action to be approved.

Ex-Officio Membership

The Director of Curriculum, Planning & Compliance, Director of Learning Outcomes, Dean of Digital Learning, SACSCOC Liaison, Library Services Liaison, Dual Credit Liaison, Dean for Industry Training & Economic Development, Dean of Continuing Education, Workforce Training and Economic Development, and Student Services Liaison are all ex-officio members. Ex-Officio members may be added as needed.