



# Curriculum Handbook

## Chapter 3. Standing Rules and Procedures

### 3.1 Membership

Curriculum Committee membership is governed according to the by-laws of the Napa Valley College Academic Senate and must be approved by the regular Business Meeting of the Senate.

Committee members for academic year 2022-23 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.

- Seth Anderson, Curriculum Committee Faculty Co-Chair (votes only in tie)
- Shawna Bynum, Faculty Representative for Math\*
- Naomi Chianese, Faculty Representative for Social Sciences\*
- Jerry Dunlap, Associate Dean of Kinesiology, Athletics, and Dance
- Bob Freschi, Faculty Representative for Kinesiology\*
- Paul Gospodarczyk, Faculty Representative for Career Education\*
- Alejandro Guerrero, Interim Senior Dean of Counseling Services and Student Success
- Josh Hanson, Faculty Representative for Science and Engineering\*
- Bob Harris, Curriculum Committee Administrative Co-Chair and VP of Academic Affairs, Senior Dean of Health and Safety
- Stacey Howard, Articulation Officer\*
- Jennifer King, Faculty Representative for Arts and Humanities\*
- Karen Larsen, Faculty Representative for English\*
- Ida Logan, Faculty Representative for Health Occupations\*
- Tia Madison, Faculty Representative for Language Arts and Development Studies\*
- Douglas Marriott, Senior Dean of Career Education and Academic Pathways
- Katherine Rhyno, Curriculum Analyst and Classified Representative\*
- Shawntel Ridgle, Director of Continuing and Community Education
- Bob Van Der Velde, Senior Dean of Arts and Sciences
- TBD, Faculty Representative for Counseling\*
- TBD, Faculty Librarian\*
- TBD, 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 22 total members, including 12 voting faculty representatives, 1 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 and third Friday of each month during the academic year from 9 a.m. – 10:30 a.m., including all the following dates:

August 19	January 20
September 2, 16	February 3
October 7, 21	March 3, 17
November 4, 18	April 21
December 2	May 5

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

The Curriculum Committee meets in Room 1435. Meetings are open to the college community and all members of the public as required by the Brown Act. Opportunity for public comment will be provided at the beginning of each meeting.

### 3.6 Agendas

All Curriculum Committee meetings are conducted and governed by an agenda. Every item on the agenda should be properly listed in one of the categories below with a brief general description and the precise amount of time allocated for the item. The agenda shall also specify

The Faculty Co-Chair is responsible for creating and posting all agendas. The Pre-Curriculum meeting (composed of the Faculty Co-Chair, Administrative Co-Chair, Articulation Officer, and Curriculum Analyst) will review the proposed agenda one week before the schedule meeting.

At least 72 hours before a regular meeting,

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.

: 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.

: 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.

: 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 on the Senate bulletin board and Curriculum Committee website 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 committee makes a motion to extend discussion. That motion requires a second and then a 2/3 majority vote in favor. The motion to extend time may not be debated or discussed and must specify the amount of the extension.
- Any voting member of the committee may make motions related to the item up for action.
- Once discussion is concluded or time is up, the Faculty Co-Chair restates the motion on the floor and calls for the question. Voting proceeds and the action fails or succeeds based on a simple majority.

### 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 Motions

Postpones action by returning or referring a matter to a specific constituted subcommittee.

: Motion must include specific amendments to the wording. It is not sufficient to suggest general changes. May not change the intent of the motion.







(Recommended for approval by the Curriculum Committee on XX/XX)