

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 (*).

If this order expires, the committee will resume meeting on campus in Room 1435. Regardless of modality, all meetings are open to the college community and 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 time and location of the meeting.

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 scheduled meeting.

At least 72 hours before a regular meeting, the agenda shall be posted on the Senate bulletin board and Curriculum Committee website and emailed to members of the Curriculum Committee as well as all college staff.

3.7 Suggested Order of Business

: The Faculty Co-Chair will call the meeting to order at its scheduled time once quorum has been reached.

(1 minute): Before the meeting can begin, the agenda must be adopted. At this time, any item can be removed from the consent agenda by any voting member and moved to the action agenda. Voting members may also revise the agenda prior to adoption through a motion to amend (subject to a two-thirds majority vote, or unanimous vote if less than two-thirds of voting members are present). However, under the Brown Act, action items may only be added to the agenda if the need for such action only became apparent after the posting of the original agenda or in an emergency situation. Once approved by a majority vote, the agenda becomes the "Orders of the Day."

: Curriculum Committee members may make any corrections or revisions to the minutes of the previous meeting before voting to approve them.

(3 minutes): Curriculum Committee members are invited to make announcements to the committee at this time.

(3 minutes): Members of the public are invited to comment on items on the agenda or other matters within the jurisdiction of the Curriculum Committee. Time may be extended by the Faculty Co-Chair or by approval of two-thirds of voting members.

: Makes the committee follow the agenda. Used when the committee is off topic and requires immediate resumption of the Order of the Day (agenda). No vote on motion required.

: Closes debate and moves immediately to a vote. Stops all debate and requires immediate action. Motion requires two-thirds majority vote.

: Extends the debate or cuts off time for debate. Motion must specify amount of extension. Motion requires two-thirds majority vote.

: Postpones action until a specified time.
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.

: Main motion to bring an item for debate and vote.

3.10.2 Incidental Motions

These motions have no order of precedence. They arise incidentally and are decided immediately.

: Enforces rules of order and conduct. Must be addressed immediately by the Faculty Co-Chair, who either accepts it as a "Point Well Taken" | |

3.11 Voting

For as long as the Curriculum Committee continues to meet virtually via Zoom, voting will be conducted by roll call with voting members indicating their vote by typing "aye" or "nay" into the chat or abstaining. Members are requested to use their real name as their Zoom ID during meetings and clearly indicate motions according to the numbers listed in the agenda. A full log of votes and motions will be maintained as part of the records of the committee and posted to the Curriculum Committee website. Meeting minutes shall also indicate the vote tally (ayes vs. nays) for each action item.

Once in-person meetings resume, votes on motions will normally be taken by voice (voting members saying "aye" or "nay" aloud) when the Faculty Co-Chair calls for the vote. Votes by rising (voting members either standing or raising their hands) will be used to verify inconclusive voice votes or for motions that require a 2/3 majority. For all action items, the consent agenda, and adoption of the agenda and previous minutes, the committee minutes will indicate that the item has been moved, seconded, and passed * nGnwSg-2(wP4()40(ee)-3(n)4.)JTJET(d)4(ed, an)3(d)4nded,-4()-

3.13 Subcommittees

Subcommittees may be formed as necessary to manage the workload of the Curriculum Committee and advise the committee on specific issues. Subcommittees may vote to make recommendations to the full Curriculum Committee, but do not approve changes on their own. Any actions or recommendations are subject to approval by the Curriculum Committee.

All subcommittee business shall be conducted and governed by an agenda that will be circulated at least 72 hours in advance of the meeting (as described above). Meetings are open to members of the public and subject to the Brown Act. The Faculty Co-Chair will see that minutes are kept at all meetings and posted within two weeks of the meeting.

3.13.1 Standing Subcommittees

The only current standing subcommittee of the Curriculum Committee is the General Education (GE) Subcommittee, which advises the committee on local general education standards and placement.

emailing the Faculty Co-Chair (prior to a course proposal being placed on the agenda) or making a motion to refer a proposal to the subcommittee (if the course has gone through curriculum review and made it onto the agenda). The subcommittee shall include the Faculty Co-Chair and at least 3 Curriculum Committee faculty members, each representing different divisions who do not belong to the discd5g00.88 612 792 reWiy 1 00 1 72.025 641BT/m03112 0 612 792 reW4s4(n)4ET2 Tf12 Tfec