

Fall 2023 - Spring 2024
Memorandum of Understanding
for Curriculum Chair
Between
Yosemite Community College District, Yosemite Faculty Association,
And
Columbia College Academic Senate

DURATION:

The term of the Curriculum Chair is determined by the Academic Senate and is currently approved for a two-year term.

Alicia Kolstad will serve as Curriculum Chair for one year, Fall 2023 -Spring 2024.

REASSIGN TIME:

Historically-the Faculty Member received 40% reassigned time each semester, for the past three years the reassigned time has been at 50% due to increased number and complexity of curricular issues, legislative actions, and new initiatives that need facilitation and guidance by the chair.

For the Fall 2023 – Spring 2024 academic year, the Curriculum Chair will

- receive 50% reassign time each semester
- perform all duties remotely
- begin their term after Spring Graduation.

Work conducted during the summer may consist of

- occasional planning meetings
- significant work towards duties and deliverables
- In person attendance of Curriculum Institute July 12- July 15 in Riverside CA.

Occasional planning meetings may be held at a time conducive to the faculty member without additional compensation. However, prior to engaging in work outside of the timeline or scope of expected duties and deliverable, a separate MOU and stipend shall be developed to outline expected deliverables and hours required to achieve those goals, to be paid on an hourly basis in accordance with the YFA contract.

DETERMINING SERVICE:

The Election's Officer will issue a written call for nominations for the Curriculum Committee Chair to the Curriculum Committee in Spring 2023.

The Curriculum Committee shall nominate one or more candidates for Curriculum Committee Chair from the current voting membership of the committee or a past member who has served a complete three-year term. These nominations shall be forwarded to the Election's Officer within the timeframe outlined in the Election Policies and Procedures document.

The Senate Executive will notify the appropriate Dean and VP for scheduling purposes.

DUTIES & DELIVERABLES

The role of the Curriculum Chair includes but is not limited to:


- Propose an annual calendar and schedule of Committee meetings to the curriculum committee.
- Solicit agenda items and set agendas
- Attend meetings of the Curriculum Committee and its associated ad-hoc committees or arrange for an alternate when necessary (Tuesdays)
- Participate as a voting member in the Senate-of-the-Whole including reading all agendas, resolutions and minutes before meeting. (meets once a month)
- Participate as a voting member in the Academic Senate Executive including reading all agendas, resolutions, and minutes before meetings. (meets once a month)
- Participate in communications between Academic Senate meetings including email, Zoom session, or phone calls.
- Facilitate Curriculum Committee deliberations
- Streamline and facilitate the process of curriculum development and maintenance
- Forward Committee recommendations to the Academic Senate President
- Ensure training of those individuals new to the Curriculum Committee, including the use of the course management system and the approval processes
- Ensure Course Stand-Alone trainings to curriculum members at the beginning of each academic year
- Contribute an article to the Academic Senate Newsletter (3-4 times a semester)
- Sign annual CCCCCO Certification form each fall.

Note: The performance of these duties may be evaluated as part of a faculty member's regular evaluation process.


This MOU may be revised by mutual agreement between the College President and the Academic Senate based on college needs.

Please sign and date:

Lena Tran
Columbia College President


Lena Tran (Apr 26, 2023 13:31 PDT)

Lahna VonEpps
Columbia College Academic Senate President


Lahna VonEpps (Apr 26, 2023 11:55 PDT)

Dimitri Keriotis
Yosemite Faculty Association (YFA) President



Katherine Pritchard
YCCD Human Resources


Kathren A. Pritchard (Apr 27, 2023 10:22 PDT)

Alicia Kolstad
Columbia College Faculty Curriculum Chair














MOU Curriculum Chair 2023 2024 A. Kolstad


Final Audit Report


2023-04-27


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