

## Curriculum Committee Chair 2025-26 Position Application

*Instructions: Please answer the following questions in the spaces provided. Your answers should fit the spaces provided on this form; no attachments are required. Please return your completed application via email to Dr. Lisa Palmer ([palmer@smccd.edu](mailto:palmer@smccd.edu)) no later than 5 pm on Friday, April 25th.*

1. Why do you want to be the chair?
2. What specific skills do you have which make you a good candidate for this position?
3. What previous experience do you have with curriculum (as a committee member or other)?

Throughout the academic year, the curriculum committee chair:

- Meets with faculty to help with CurricUNET
- Meets with faculty to help with COR revisions, for example to implement state initiatives such as AB 1111 (Common Course Numbering)
- Reviews all curriculum that is submitted for review, modification, deactivation, or any other change
- Ensures that proposals support Cañada's mission and comply with all state and local requirements including Title V, career and technical education (CTE) Board requirements, articulation, and transfer
- Provides feedback, as necessary, on curricular proposals prior to full committee review
- Suggests edits of student-facing materials to improve readability and/or emphasize inclusivity, as relevant
- Approves curricular modifications once reviewed and approved by the technical review and full committees
- Sets the agenda, with input from the vice president of instruction (VPI), curriculum and instructional systems specialist (CISS), and articulation officer (AO), for each curriculum meeting
- Chairs and facilitates discussion at curriculum committee meetings
- Serves on Cañada's academic senate governing council and attends all Cañada academic senate (AS) meetings
- Serves as a member and attends all meetings of the Cañada instructional planning council (IPC)
- Serves as a member and attends all meetings of the district curriculum committee (DCC)
- Coordinates with district curriculum chairs on state and local curriculum initiatives
- Attends California community college chancellor's office (CCCCO) and academic senate of California community college (ASCCC) curriculum workshops, webinars, and conferences
- Keeps the college informed of new district and state initiatives
- Collaborates with the VPI, CISS, and other committee members to plan and implement curricular changes in response to district and state initiatives