

CURRICULUM COMMITTEE POLICIES AND PROCEDURES

LLCpoliciesandprocedures2017 mrw4/11/17

MISSION

To offer strong, well-planned and well-executed courses of general interest in a variety of disciplines using our collaborative learning model.

GOALS

1. Offer innovative courses of varying length and different formats, including skill-based courses and lecture events that will meet the intellectual needs and interests of our members.
2. Identify capable, enthusiastic members with the required skills to suggest and coordinate courses.
3. Assess the satisfaction of participants to apply what we learn to future semesters.
4. Offer support, encouragement, and assistance to the coordinators from the first idea for the course, through the development of the syllabus to the start of classes.
5. Communicate with the Board of Directors and with other standing committees about issues of common interest to meet the needs of the lifelong learning community in Rhode Island.

ORGANIZATION

1. **Membership:** The Chair will define the number of members necessary to accomplish tasks defined in this document. The LLC president will serve *ex officio*. The committee make up should be representative of the Lifelong Learning Collaborative membership and possess diverse interests, abilities, and experience.
2. **Qualifications:** Each CC member should be a member of the Lifelong Learning Collaborative and have served as a coordinator of at least one class or be willing to do so in the near future.
3. **Terms of service for committee members:** Three years, but flexible to meet needs, but not to exceed five years. Previous members may serve another term after a lapse of two years.
4. **Chair(s):** The president will appoint the chair. Preferred, but not necessary that the chair have been on the CC. The chair will serve for a period of two years and may be reappointed once. (Terms of service of the chair are without regard to previous service on the committee.)
5. **Meetings:** The chair should schedule regular meetings as required. Regular attendance of the CC members at meetings is very important. Those who cannot attend meetings regularly may be asked to step off the committee.
6. **Agenda:** The chair will circulate the agenda to members before the meetings.
7. **Minutes:** Minutes will be circulated promptly after meetings noting action items and related responsibilities.
8. The chair may appoint a committee member to handle certain administrative duties such as keeping and distributing minutes, liaison with the temple, e-mail distributions to members about snow closings, changes of schedule, party arrangements, or other matters of general interest.

OPERATIONS

1. The CC will determine the target number of courses for each semester and report this to the Board. The Board will secure classroom space. (*see [“category goals”](#)*)
2. The standard fee set by the Finance Committee is \$5.00 times the number of classes in the course. The chair may adjust the fee if warranted. (*see [“fees policy”](#) and [“fees examples”](#) and [“honorarium policy”](#)*)
3. The curriculum should reflect and satisfy the range of interests of the general membership and be well balanced among the arts, humanities, and sciences, as well as varied as to academic rigor and required preparation on the part of the participants. The Curriculum Committee will strive to be innovative and responsive to the changing interests and needs of the membership by experimenting with courses of various formats and lengths. Each course should, in some way, involve a collaborative process in which all participants actively share responsibility for the success of the class under the direction of the coordinator(s).
4. One member of the curriculum committee will be responsible for developing, administering, and publishing the results of the course satisfaction surveys.
5. Decisions about cancelling low enrollment courses will be made by the chair and the coordinator no later than the convocation. Courses with ten or more registrants, including coordinator(s), will be conducted. The chair will administer the class size policy. (*see [“class size policy”](#)*)
6. The CC will monitor registration and use the information as a factor in selecting the curriculum for future semesters.
7. The CC chair will communicate with the general membership of the Lifelong Learning Collaborative from time to time requesting coordinator volunteers and/or ideas for courses.
8. The chair will consult with the Membership Committee and the Administrator regarding registration policies.

9. The chair will develop course goals by category for each semester. (*see* [“category goals”](#))
10. The curriculum committee members are assigned course generation responsibilities for specific academic areas. (*see* [“assignments”](#) and [“category liaison responsibilities”](#) and [“category liaison checklist”](#))
11. The chair will recruit new committee members as needed. Make this the last one.
12. The chair will develop, circulate, and drive adherence to a work calendar for each semester. (*see* [“working plan example”](#))
13. The chair, with assistance as needed, will plan, communicate, and deliver the appropriate training and celebration events. These are referenced in the work calendar.
14. The chair will develop the classroom assignment plan for each semester (*see* [“week schedule example”](#)) and the designated member will post a sign at the appropriate place. (*see* [“room number assignment example”](#))
15. The chair will (with help as needed) edit course catalog descriptions received from the liaisons, pass them to the administrator for collation into the catalog, and provide final approval.
16. One member of the curriculum committee will be responsible for planning and delivering “brown bag” lectures.
17. The curriculum committee will, as the need arises, update or add to the resources for coordinators, session leaders, or class members. (*see* [“Member Resources links here”](#))