**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – \_40\_\_% per semester -**

**Job Title: Curriculum Instruction Committee Chair**

**Start Date:**

**Reporting Relationship:** Academic Senate

**General Description of Job/Scope of Responsibility:**

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| The CIC chair is responsible for the management of all CIC meetings and campus wide functions. The CIC chair provides direction, and training for all new and ongoing CIC members. With the help of the curriculum specialist, the CIC chair is responsible for managing the colleges curriculum inventory software. The CIC chair is an active member of the equivalency committee, district-wide repeatability committee, academic senate, district governance council, and faculty senate coordinating council. The chair is responsible for responding to Accreditation Standard IIA for the self-study, accreditation and responding to any recommendation as they relate to Accreditation Standard IIA. The CIC chair represents the college at the Spring and Fall ASCCC Plenary conferences, and the ASCCC Curriculum Institute. |

**Duties and Responsibilities:**

* Chair the CIC (meets the 2nd and 4th Mondays from 2:15-4 p.m.)
* Regular committee member training
* Discipline Equivalency Committee member
* Acquire familiarity with local and state curriculum issues
* committee chair (at district office)
* Manage the curriculum inventory software (CurricUNET, or other software)
* Collaborate with district-wide Curriculum Chairs to insure district repeatability guidelines are adhered to
* Member of District-wide Repeatability Committee (meets 1x/yr if needed)
* Place new courses in families (or create a new family if necessary) and send list of new courses and family orientation under the repeatability mandate to the District-wide Repeatability chair
* Chairing the Accreditation Standard IIA Committee (responsibilities include responses to Accreditation recommendations, and all other accreditation responsibilities related to Standard IIA between Accreditation self- studies)
* Attend the Senate meetings, and keep the Senate updated on curriculum issues (meets the 1st and 3rd Mondays from 2:15-4 p.m.)
* Membership to the District Governance Council (DGC meets once a month at the district office, 3rd Tues. from 1-4 p.m.)
* Membership to the Faculty Senate Coordinating Council (FSCC meets twice a month by CCC Confer, 1st and 3rd Weds. tentatively 1-2 p.m.)
* Chair the Academic Senate Council meetings in President’s absence
* Attend Spring and Fall ASCCC Plenary Conferences
* Attend ASCCC Curriculum Institute

**Deliverables:**

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| What: Manage CIC meetings 2x per month |
| When: As scheduled |

2.

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| What: Provide campus wide leadership and decision making on the equivalency committee |
| When: As needed |

3.

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| What: Write report to District Repeatability committee |
| When: As needed each November |

4.

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| What: Chair Accreditation Standard IIA |
| When: As needed for self-study, accreditation, and response to recommendations |

5.

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| What: Attend Spring & Fall ASCCC Plenary Conferences |
| When: As scheduled |

6.

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| What: Attend ASCCC Curriculum Institute |
| When: |

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| What: |
| When: |

8.

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| What: |
| When: |

\*Per DVC Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at DVC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.