

Team Charter  
Barton Community College  
Learning, Instruction, & Curriculum Committee  
2022-2023

**Name of Project**

Learning, Instruction, & Curriculum Committee

**Committee Purpose**

This committee supports the Vice President of Instruction with focus on academic and curricular matters. The committee's goal is to ensure instructional integrity and quality learning experiences for all Barton students regardless of venue or modality.

**Boundaries & Limitations**

When necessary, the Committee may form sub-committees for the purpose of addressing specific issues relevant to student learning. Full committee meetings shall be held on a monthly basis to review agenda items and take action. The Vice President of Instruction, or their designee, shall assist in the facilitation of the functioning of the meetings by working closely with the Administrative Assistant to the VP or their designee, to ensure the management of coordinating activities (i.e., scheduling, agenda, and minutes).

**Expected Results**

Committee members' responsibilities:

- Ensure the academic integrity of the College's curriculum; assure all programs, certificates, and degrees are of uniformly high quality with current and rigorous course content
- Evaluate and approve new courses
- Review and approve all curriculum revisions
- Suggest additions, deletions or modifications to curriculum
- Propose and/or approve changes to course, or pre-requisites that enhance transferability
- Serve as a communications link for all changes and updates related to the curriculum
- Make recommendations to the Vice President of Instruction pertaining to such academic and curricular matters

Committee members' informational awareness:

- Proposed or approved new programs of study (transfer & vocational)
- Proposed or approved changes/updates to existing programs
- Proposed or approved changes or updates to the instructional review process

**Assets Available**

Budget Authority                      None

Human Resources                      Appointed Membership

Administrative Support	Sponsor: Vice President of Instruction or designee Standing members of the Committee (i.e., Dean of Academics; Dean of Workforce Training & Community Education; Dean of Military Academics, Technical Education & Outreach Programs; Associate Dean of Instruction; Director of Innovation & Compliance; and Registrar)
Other Resources Membership	College mission statement, committee charter, related administrative support personnel (i.e., Vice President of Student Services, Vice President of Administration, Director of Institutional Effectiveness, Chief Information Officer, Director of Grants, and Director of Library & College Archives)
Committee Membership	<p>Membership shall consist of a minimum of nine (9) and maximum of twelve (12) faculty and staff members, chosen from any or all campuses and venues, to represent a broad spectrum of the curriculum both academic and career technical. New members will come on the committee at the August meeting. The last meeting for members rotating off will be August.</p> <p>LICC will be divided into sub-teams of three or more members who will review, discuss, and provide feedback for syllabi and other matters upon request. Each member will be placed on a sub-team in which there will be a team lead. The team lead will have the following responsibilities to:</p> <ul style="list-style-type: none"> <li>• Facilitate review and discussions of syllabi or additional matters</li> <li>• Coordinate a consensus of corrections / edits needed that are approved by the team</li> <li>• Communicate the feedback and needed corrections / edits to the author of the syllabi or additional matters</li> <li>• Ensure the sub-team adheres to deadlines stipulated by the Administrative Assistant to the VP or their designee</li> <li>• Team leads may be rotated throughout each members' term if desired</li> </ul> <p>A current list of LICC members is available at <a href="https://internal.bartonccc.edu/faculty/licc">https://internal.bartonccc.edu/faculty/licc</a></p>
Terms of Office	There are two types of members: permanent and rotational. Permanent members do not regularly rotate, but they can give notice of resignation by March of every year. Rotational members serve a three-year term and may choose to serve a second consecutive three-year term. Approximately 3/4 of the membership are permanent members and 1/4 are rotational. Membership is reviewed on an annual basis. Members are welcome to remain on the committee with continued interest and positive contributions.
Evaluation	Members are welcome to remain on the committee with continued interest and positive contributions. The committee charter shall be reviewed annually and revised as needed.