

**FOOTHILL COLLEGE**  
**STEM Curriculum Committee**  
**Division Curriculum Committee Meeting Report**

**Division:** STEM

**Date of Meeting:** 10/29/2024

**Attendees:** Sarah Parikh, Kyle Taylor, Josh Wienands

**Course Updates and Actions:**

Course #	Course Title	Action(s)
NANO 10	Introduction to Nanotechnology	Approved by consent – not continuing with reactivation

**Misc./Other:**

Drafted STEM Division CC By-Laws v 1.0

# Foothill College

## STEM Division Curriculum Committee Bylaws

### Article I: Name and Purpose

1. **Name:** This committee shall be known as the STEM Division Curriculum Committee.
2. **Purpose:** The purpose of the committee is to oversee curriculum development and review within the division, ensuring alignment with college standards, policies, and state regulations.

### Article II: Membership

1. **Composition**
  - The committee shall consist of two to eight voting members, faculty from the STEM Division.
  - The committee may also include non-voting members such as student representatives, counselors, or other advisory members as appropriate.
2. **Membership Eligibility**
  - Voting members must be current active part-time or full-time faculty members in the division.
  - Non-voting members may be included for input but do not contribute to quorum or voting.

### Article III: Meetings

1. **Regular Meetings**
  - Regular meetings shall be held at least monthly during the academic year, with the exception of September.
  - Meeting times and locations will be determined at the start of each term and published in the same location as agendas, as well as being provided to College Curriculum Committee leadership for distribution.
2. **Special Meetings**
  - Special meetings may be called by a majority of the members with at least 24 hours' notice. Agendas and minutes, as well as public access, must otherwise follow the same policies as regular meetings.
3. **Agenda and Minutes**
  - Meeting agendas must be physically posted at least 72 hours before a regular meeting. The posting location shall be consistent and publicly accessible.
  - Minutes of all meetings shall be recorded and made available to the public upon demand.
  - Both minutes and agenda shall additionally be provided to the Foothill College Curriculum Coordinator within the timeframe for publishing on the College Curriculum Committee website. Note that this provision does not satisfy the notification requirement and is provided as a service by the CCC.

## **Article IV: Curriculum Development Process**

### **1. New Course/Program Proposals**

- Any active member of the STEM Division faculty may, at any time, propose a new curriculum item.
- Proposals can be made via the campus Curriculum Management System (CourseLeaf) but should also be discussed with the committee via email.

### **2. Division Course Discussion**

- All division constituents are encouraged to discuss curriculum items.
- Division discussions should guide committee members in their voting decisions.
- Discussions are primarily facilitated via STEM Division meetings, STEM Division check-ins, small group discussions, and email.

## **Article V: Quorum and Voting**

### **1. Quorum**

- A quorum shall consist of a majority of the total voting membership.
- If quorum is not met, the meeting may proceed for discussion purposes, but no votes may be taken.

### **2. Voting Procedures**

- Each voting member has one vote.
- A motion passes with a simple majority of the quorum present.

## **Article VI: Roles and Responsibilities**

### **1. Committee Chair(s)**

### **2. Members**

- Members are responsible for setting agendas, attending meetings, participating in discussions, voting on matters concerning curriculum, and overseeing curriculum development.
- A subgroup of members will represent the committee at college-level curriculum meetings.
- A member will share curriculum news with the STEM Division faculty and staff.
- Members may also be assigned to subcommittees or working groups as needed.

## **Article VII: Amendments**

### **1. Amendment Procedure**

- These bylaws may be amended by a simple majority vote of the committee, provided that the proposed amendment has been presented in writing at the previous meeting.

### **2. Review of Bylaws**

- The bylaws shall be reviewed at least once every academic year to ensure they meet current needs.

**Adopted on [Date]**

**Committee Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_