

2018-19 GRCC Team Charter

NOTE: THIS TEAM IS NO LONGER MEETING AS A REGULAR TEAM

Team Name: Curriculum Operations Support Team

Team Leader: Sheila Jones

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

The Curriculum Operations Support Team is responsible for:

- Overseeing the alignment, coordination, and/or implementation of curriculum operations: GRCC College Catalog, course revision process, new course development, new program development, program revision, course discontinuation, program review, articulated program development, program discontinuation, and curriculum code assignment.
- Assuring the credit and non-credit curriculum processes and procedures take into account and meet the requirements of the following: transfer, job training, transcripts, degree conferral, application, and advising.
- Overseeing the implementation of approved curriculum standards, policies, and processes.
- Providing consistent communication to all stakeholders about curriculum processes.
- Problem-solving issues related to curriculum processes.
- Monitoring effectiveness of curriculum processes and making recommendations for improvement.
- Developing and recommending policies and procedures to the appropriate body.
- Providing input and guidance to team members' College Action Projects, Department Action Plans, and Teaching & Learning Quality Model Reports/Processes related to curriculum.
- Providing a team to which to refer curriculum issues.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

This team brings together the offices that hold responsibilities for curriculum processes and procedures: Instructional Support; Records; Advising; Transfer; Enrollment; Financial Aid; Associate Deans from SSR, SAS, SWD, and SSA; and Non-Credit Administration. The team coordinates efforts so that curriculum processes and procedures meet the needs of faculty and staff. The team also works collaboratively

with all involved in curriculum processes or procedures to assure effectiveness and consistency. The team will seek input from the appropriate personnel when a change in process or procedure is being developed. This may involve inviting guests to our meetings, conducting surveys, participating in AGC or Deans' Council discussions, or holding focus group sessions. When this team finds that changes are needed at a policy level, it will make recommendations to the appropriate body. The focus of this team is system coordination, process improvement, and operational alignment.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

- Manage issues that arise related to curriculum operations – ongoing
- Support the implementation of work from all curriculum-related committees: AGC, General Education Review Team, Curriculum Approval Team, Program Discontinuation, and others – ongoing
- Initiate and champion policy changes needed for the integrity and efficient operations of curriculum processes – ongoing
- Address issues related to external changes related to curriculum – ongoing
- Provide support to any College Action Projects related to curriculum as needed and/or requested – ongoing
- Provide institutional oversight to curriculum processes – ongoing

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The stakeholders are GRCC faculty, staff, and students. The key requirements are clear and transparent processes and procedures that facilitate timely curriculum development and revision, assure accurate and consistent communication about curriculum, and maintain the integrity of the curriculum across the system. The immediate stakeholders are the people who maintain and improve curriculum processes and the main requirement is that processes work effectively, consistently, and in accordance with the responsibilities of each office.

5. Resources Needed (*both people and budget*)

- Team members' time.
- The participation of people from across the College.
- There is often a need for support for automation of processes and for revision of processes and reports. As new processes are developed, people's time and skill will be needed to run the associated systems.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Since it is a collaborative group whose purpose is to coordinate work between areas, the group will need to resolve issues or roadblocks internally. If that cannot happen for any reason, the team's Chair will make a decision or ask for the help of ProDeans' or Deans' Council to resolve the issue.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

- This team will involve departments and teams whose work is affected by curriculum processes and procedures.

- The team will provide reports to Deans' Council, the Strategic Leadership Team, the Academic Governing Council, and other teams, as needed and/or requested.
- The team will routinely update ProDeans' and get direction from that group.

8. Review Progress (*How and when will the work of this team be reviewed?*)

- This team will report overall progress on a yearly basis to Deans' Council.
- The team will do a self-assessment on an annual basis.
- CAPs, DAPs, and Teaching and Learning Quality Model reports/processes related to curriculum will be monitored through the routine processes of the Strategic Leadership Team and Deans' Council.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent?

Term-limited? Is this team accepting new members?

Please also list the current members on the Team by name.

The Curriculum Operations Support Team's members are volunteers. The composition of the Team is intended to provide balance across the areas of the College that interface with curriculum operations. The Team currently does not have permanent membership or term limits, and accepts new members as recommended to/by the Team's Chair. All members are expected to report on this team's work, as appropriate and applicable, to their respective College departments/units.

- Dean of Instructional Support – Sheila Jones (Chair)
- Registrar – Valerie Butterfield
- Curriculum Specialist – Katie Daniels
- Assistant Director of Instructional Support – Debbie DeWent
- Transfer & Articulation Coordinator – Matthew Novakoski
- Program Director, Academic Advising and Transfer Center – TBD
- Associate Deans from School of Arts & Sciences – Chris Johnston and Laura Kennett
- Associate Deans from School of Workforce Development – Pam Miller and Jimmie Baber
- Associate Dean from Student Success and Retention – Raynard Ross
- Associate Dean from Student Affairs – Eric Mullen
- Non-Credit Curriculum Representative – Julie Parks
- Associate Director, Financial Aid – Paul Doane
- APSS for Instructional Support Dean's Office – Traci Nichols

Other faculty and staff will be asked to participate when their expertise is needed around particular issues or processes.

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- Supported implementation of online course substitution and waiver forms
- Finalized development of 2018-19 GRCC College Catalog
- Implemented Industry Recognized Credentials/Test Credit Policy
- Supported revision of Catalog Year and Course Format and Credit Hour policies
- Recommended actions pertaining to the following: Customized Training (non-credit to credit) process, 3+1 programs, Transfer Policy procedures, Catalog additions, and 2019-20 Catalog Curriculum Development Cycle

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2017?*)

- Continue collaborating to ensure the smooth operations of curriculum processes
- Finalize a policy implementation work plan in collaboration with AGC Exec
- Review the curriculum calendar and processes
- Clarify dual enrollment decisions with course development process
- Organize COST information in more usable ways
- Assist with COST-related AGC Policy implementations

12. Please describe any current challenges the team is facing.

- Expressing curricular information in ways that are understandable to students and the GRCC population.
- We need to continue to improve in identifying the information and/or data necessary to inform the team's work.