



AMERICAN SAMOA COMMUNITY COLLEGE

Core Curriculum Committee (CCC) Committee Bylaws

Forms:

Committee Agenda Template
Committee Minutes Template



AMERICAN SAMOA COMMUNITY COLLEGE

ASCC Core Curriculum Committee Bylaws

The following signatures certify the Core Curriculum Committee's participation in review and acceptance of the Committee's purpose, processes, and responsibilities.

Elisapeta Fa'alafi Jones
Faculty, CAPP-ELI

Dr. Paofua Fa'atoafe
Chairperson, Business Department

Ed Imo
Chairperson, Physical Education

Dr. Siamaua Ropeti
Chairperson, CAPP-ELI

Shirley De La Rosa
Director, Teacher Education Department

Lele Ah Mu
Chairperson, Nursing Department

Letupu Tauanu'u-Moananu
Dean, Academic Affairs

Dr. Emilia S. Le'i
Dean, Student Services

Sonny J. Leomiti
Director, Institutional Effectiveness

Required Signature for the Approval of the Committee's Bylaws and templates:

Dr. Rosevonne Makaiwi-Pato
ASCC President

6/1/2018

Date of Approval

IPECC COMMITTEE BYLAWS

ARTICLE I. COMMITTEE NAME

The name of this Standing Committee shall be the Core Curriculum Committee (CCC) of the American Samoa Community College.

ARTICLE II. PURPOSE

The establishment of the Core Curriculum Committee shall be identified as a Governance Group following the definition in the ASCC Participatory Governance Structural Manual.¹

The purpose the Core Curriculum Committee shall be to:

- Facilitate the dialogue on Institution-Set Standards;
- Review all General Education, Core and Co-Foundational Area requirements for all degrees and certificates;
 - Ensure alignment of all course requirements to Student Learning Outcomes
- Provide recommendations to members of the General Curriculum Committee (GCC) on options and ways to improve and expand academic programs;
- Provides a calendar and schedule of meetings for the review of the academic catalog for all instructional and academic programs and departments.
- Provide guidance to the GCC and Student Support Services on curricular issues that may impact academic policies;
 - Chairperson of the CCC will also serve as the Chairperson of the GCC.
 - Holds regular CCC meetings in preparation for the GCC.
- Provide recommendations to the Dean of Academic Affairs and Dean of Student Services on ways to improve academic services that may include the clarification or improvement of processes for:
 - Course Syllabi
 - Course Template and Schedules
 - Transferability
 - Gainful Employment
 - Articulation of Courses
 - Academic Policies
 - Academic Procedures
 - Academic Calendar
 - Curriculum Committee Manual
 - Student Tutorials

¹ Participatory Governance Structural Manual, Governance Group Members, p. 17 (*Recommendation to include the CCC in the ASCC Participatory Structural Manual*)

ARTICLE III. MEMBERSHIP

- Section 1. The committee will consist of eight members.
- Section 2. Committee membership shall be designated by the Dean of Academic Affairs based on the years of service as program Chairperson(s).
- Section 3. The Dean of Academic Affairs, Dean of Student Services and the Director of Institutional Effectiveness shall serve as non-voting members.

ARTICLE IV. OFFICERS

- Section 1. The officer shall only include a Chair.
- Section 2. The selection of the Chair shall be appointed by the Dean of Academic Affairs.
- Section 3. The duties of the Chair shall be as follows:
- A. The Chair shall:
 - (1) Serve as the presiding authority of the committee.
 - (2) Call special meetings when necessary.
 - (3) Appoint committees (ad hoc) by recommendation of the CCC, as deemed necessary.
 - (4) May appoint a representative or committee member to:
 - i. Record and distribute the minutes for all meetings;
 - ii. Maintain all committee records; and,
 - iii. Prepare, review and maintain all official correspondences as needed.

ARTICLE V. MEETINGS

- Section 1. The Curriculum Core Committee shall conduct meetings.
- Section 2. Meeting dates shall be as follows:
- A. First Meeting: *Curriculum Program Review*
 - (1) First meeting is scheduled in the fall semester of each academic year.
 - (2) Special Meetings: Meetings conducted outside the regular timetable.
 - B. Second Meeting: *Curriculum Planning*
 - (1) Second Meeting is scheduled in the spring semester of each academic year.

- (2) Special Meetings: Meetings conducted outside the regular timetable.

ARTICLE VI. REPORTING

- The CCC shall provide written Semester reports to the Dean of Academic Affairs each spring and fall term that will include the Committee's recommendations on academic policies, curriculum development, academic catalog, and other matters listed in the 'Purpose' section of the CCC's Bylaws.



APPENDIX I: COMMITTEE AGENDA TEMPLATE

AMERICAN SAMOA COMMUNITY COLLEGE

Committee Name:

Date:

Time:

Location:

<u>Agenda Item</u>	<u>Presenter</u>	<u>Action</u>	<u>Time</u>
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I.

II.

III.

IV.

V.

VI. Next Meeting:



APPENDIX I: COMMITTEE MINUTES TEMPLATE

AMERICAN SAMOA COMMUNITY COLLEGE

(Committee Name) – Date

Members Present:

Members Absent:

Guests:

Minutes taken by:

Agenda Items:	Discussion Points:	Decision or Action Item:
	•	
	•	
	•	
	•	
	•	

Adjournment: