

LPC GOVERNANCE WORKSHEET FOR 2026-2027

Committee Name: Curriculum Committee

Form Completed by: Craig Kutil Position: Chair

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge, responsibilities, and membership yearly as documented in the [LPC Shared Governance Handbook](#). Committees should ensure that their charge supports the LPC Mission Statement and Accreditation Standards. This form will serve to document changes, if needed. If changes are requested, committees must obtain approval from any constituency groups involved prior to returning this form to the President's Office to be reviewed by College Council. Once approved by College Council, updates will be made to the Shared Governance Handbook.

Committee Academic Year Timeline

Month	Activity
March	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
April	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
May	<ul style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
June	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office for web site updates.
August	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee web site with changes and committee representation.

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Committee Tasks for 2025-26

Committee Name: _____ Curriculum Committee _____

Form Completed by: Craig Kutil Position: Chair

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Instructions

List tasks the committee completed in 2025-2026 in support of the committee charge.

1. Reviewed and approved new and modified course and program proposals
2. Reviewed and approved new and modified curriculum committee policies
3. Reviewed and approved a procedure to meet Title 5 guidelines for inclusion of DEI/UDL in the COR
4. Reviewed and approved changes to courses to remove no unit value labs
5. Reviewed and approved CCN phase IIA and IIB courses

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Use the information from the [Shared Governance Handbook](#) and the [Committee Participants](#) list to determine whether changes need to be made for 2026-2027.

1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of _____

Other _____

3. Committee Meeting Time 2026 - 2027:

It is recommended the committee meeting time be change to

Week: _____ Day: _____ Time: _____

4. Chairmanship:

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

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5. Membership:

The committee has the expertise and collegial representation to successfully meet the charge; it is recommended membership remains the same.

The committee recommends membership changes to ensure expertise and collegial representation to successfully meet the charge.

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. 2 Faculty from each Division
2. Articulation Officer
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Total Voting Members: 11 Quorum (50% + 1): 6

Non-Voting Members (Advisors): (e.g., President, 2 students, 1 faculty from each Division, etc.)

1. Curriculum & Student Learning Outcomes Specialist
2. 1 Academic Services Division Dean
3. Vice President of Academic Services
4. Student Services Division Dean
5. 1 Student Government Representative
6. 1 Curriculum & Scheduling Specialist
7. 1 Student Records Evaluator

Members appointed by: (check all that apply)

Academic Senate

Administration (College President)

Classified Senate

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Faculty Association

Student Senate

SEIU

6. Term: (check one)

1 year

2 years

Other

Committee Chair/Co-Chair Approval

Printed Name

Signature

Date

Craig Kutil

_____	_____	_____
_____	_____	_____
_____	_____	_____

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