

Roles and Responsibilities

Curriculum planning, evaluation, and revision are ongoing responsibilities of the faculty, administrators, and support staff of the college. The way in which these responsibilities are carried out at the departmental, program, and divisional levels is important to the quality of teaching and learning, and to meeting the college's mission.

As content specialists, members of the faculty maintain the currency of content and methodology during the review process. The process of collaboration and building a consensus among program faculty, Liberal Arts faculty, and instructional leaders promotes innovation and the improvement of student success.

Through a process of continual assessment and adjustment, faculty maintain the effectiveness of the curriculum in meeting the educational goals established for the course and the curriculum as a whole. In this process, a number of important stakeholders in the teaching and learning process are involved. These include:

- Students — who provide valuable feedback on the effectiveness of the instructional strategies and instructional materials, and on how it impacts the learning process;
- Faculty within the department — who are called upon to collaborate on ideas regarding curriculum and assessment;
- Faculty in other divisions — who can be called upon to collaborate on improving the application and integration of General Education within the occupational content;
- Program Advisory Committee and employers of graduates — who validate that the program meets workplace standards and offer suggestions for new MATC offerings;
- Incumbent workers in the occupations — who validate that the program meets training requirements;
- Faculty in baccalaureate institutions to which students/graduates transfer — who can be called upon to support further educational achievement of our graduates and encourage transfer opportunities;
- Colleagues at peer institutions across the country and the world — with whom curriculum innovations and new visions of collegiate education can be shared.
- Curriculum Director-works with Deans, Associate Deans on program vision, quality of courses and programs. Reviews and approves assessment practices, manages Online Program, DACUMs, Advisory Committee reports, special projects
- Curriculum Manager-tends to all new, modified, programmatic and course related curriculum items, WIDS administrator, COSMO (related to curriculum), QRP, WTCS systems, Pathway planning
- Curriculum Ed Assistant-supports director and manager, Advisory Committee data collection/reports, WIDS (support and training), COS review, department web pages, Faculty Resource Guide, Pathways

- Curriculum Support Staff-supports director, manager, all curriculum processes but specifically textbook adoption, curriculum (program and course) creation and modifications, QRP, TSA, WIDS, Catalog