

Educational Advisory Council (EAC) Curriculum Chair Duties and Procedures:

- Attend all EAC Leadership meetings:
 - EAC regularly scheduled meetings (monthly)
 - EAC Leaders' planning meetings the week before each EAC meeting (monthly)
 - EAC Leaders' meetings with the Deans of Instruction (DOI) immediately prior to each EAC meeting (monthly)
 - EAC Leaders' meetings with the District President and Vice-President of Academic and Student Affairs (VPASA) (monthly)
 - EAC Leaders' retreat in June (one day)
 - EAC Leaders' retreat in September (one-half day)
 - EAC retreat in September (one-half day)
 - Attend at least one PCC Board meeting per year
- Be familiar with and consult EAC by-laws.
- Curriculum Meetings
 - Establish monthly meeting dates in consultation with the Curriculum Office, EAC Degrees and Certificates (D/C)Chair and EAC Chair
 - Chair Curriculum Committee meetings
 - Work with the Curriculum Office to help prepare SAC Chairs who are bringing items through the Committee
 - Maintain contact with SAC Chairs and occasionally help them with curriculum issues
 - Coordinate monthly meeting agenda with the Curriculum Office
 - Keep members posted on the agenda status
 - Review minutes of monthly meetings before posting
 - Review and sign each item submitted at monthly meetings with recommendations and then forward to Deans of Instruction for their review
 - Consult and work with the Curriculum Office regarding catalog deadlines
 - Review and maintain EAC Curriculum Committee membership by selecting members when needed
 - Authorize experimental courses to be taught a third time using discretion
 - As needed facilitate communication with faculty regarding statewide curriculum changes, e.g. changes to general education, cultural literacy.
 - Communicate regularly with former and current chairs of the curriculum and degrees and certificates committees and the curriculum office regarding issues, policies and practices.

Particular Monthly Duties

- September
 - Chair EAC Curriculum Committee Retreat and plan agenda

Compensation

- Compensation is held within the contractual limitations for release time and has generally been 33% release time.