Curriculum Handbook

Chapter 3: Standing Rules and Procedures

3.1 Membership

Curriculum Committee membership is governed according to the bylaws of the Napa Valley College Academic Senate and must be approved by the regular Business Meeting of the Senate.

Committee members for academic year 2026-27 are listed below, along with the areas they represent. Voting members are identified with an asterisk (*). This list will also be posted on the Curriculum Committee website.

- Ana Clare Elizarrarás, Curriculum Committee Faculty Co-Chair (votes only in tie)
- Steve Balassi, Faculty Representative for Social Sciences*
- Steve Ball, Faculty Representative for Kinesiology, Athletics and Dance*
- Andrea Bewick, Faculty Representative for English*
- Karen Canepa, Faculty Representative for Health Occupations*
- Jerry Dunlap, Dean of Kinesiology, Athletics and Dance, Administration of Justice, and Social Sciences
- Chris Farmer, Dean of Science and Engineering
- Bob Harris, Senior Dean of Language Arts and Development Studies, Math, Health Occupations, and Arts and Humanities
- Michelle Hinchcliff, Classified Representative*
- Stacey Howard, Articulation Officer*
- Katherine Lebe, Curriculum Analyst*
- Lynda Letona, Faculty Librarian*
- Sherry Lohse, Faculty Representative for Mathematics*
- Douglas Marriott, Senior Dean of Career Education and Academic Pathways
- Priscilla Mora, Curriculum Committee Administrative Co-Chair and Associate Superintendent/Vice President of Academic Affairs
- Nicollette Morales, Faculty Representative for Arts and Humanities*
- Kari Powell, Faculty Representative for Career Education and Workforce Development*
- Tatiana Reznikova, Faculty Representative for Science and Engineering*
- Marisa Garcia Rodriguez, Faculty Representative for Language Arts and Developmental Studies*
- Maricel Rossi, Faculty Representative for Counseling*

- Ryan Smith, Dean of Counseling Services and Student Success
- Neptali Lona, ASNVC Student Representative*

3.2 Participation on the Committee

Each Curriculum Committee member is expected to attend all meetings and participate fully in the work of the committee according to the roles and responsibilities outlined in Chapter 2 of this Handbook. Notification of an absence should be made to the Faculty Co-Chair (in person, in writing, or via email) whenever possible in advance of the meeting.

The Faculty Co-Chair may invite resource persons to participate in committee fact-findings and discussions. Such persons will not vote. Interested persons may attend meetings but are not to participate in discussions unless called upon by the Faculty Co-Chair, except during public comment.

3.3 Quorum

The Curriculum Committee currently has 22 total members, including 13 voting faculty representatives, 2 voting classified representative, and 1 voting student representative. To transact business at a committee meeting or subcommittee meeting, a quorum shall consist of 50 percent plus 1 of the voting body including 20 percent of the faculty membership or 3 voting faculty representatives.

3.4 Meeting Dates

The Curriculum Committee ordinarily meets on the first Friday of each month during the academic year from 9:00 a.m. – 11:00 a.m., including all the following dates:

Fall 2026	**Spring 2027**
August 21*	February 5
September 4	March 5
October 2	April 2
November 6	May 7
December 4	

The Curriculum Committee will hold additional specialty meetings reserved for General Education Subcommittee, New Program Taskforce, and Program Discontinuance meetings on the third Friday of each month during the academic year from 9:00 a.m. – 11:00 a.m. including the following dates:

Fall 2026	**Spring 2027**
September 18	February 19
October 16	March 19
November 20	April 16**

*Note: Flex Day meeting scheduled at a different time and location
**A regular committee meeting will be held on April 16, along with the courses-in-need-of-review and faculty review workshop.

The Faculty Co-Chair may schedule additional meetings as needed. Once approved, the meeting schedule is published on the Curriculum Committee website.

3.5 Meeting Location

Curriculum Committee meetings will be held in Room 1434/1435 Mallacomes Hall, unless otherwise noted. Committee members must be present in person to make motions and cast votes.

A live video stream of meetings will also be provided for members of the public via Zoom at the following address:
https://napavalley-edu.zoom.us/j/84191462768

All meetings are open to the college community and members of the public, as required by the Brown Act. Opportunity for public comment will be provided at the beginning of each meeting.

Please note that the Zoom option is being provided as a matter of convenience for the public and not pursuant to the modified Brown Act teleconferencing rules and thus the District does not guarantee public participation via Zoom. If Zoom fails or there are any other technical difficulties, the meeting will continue in person without virtual participation.

3.6 Agendas

All Curriculum Committee meetings are conducted and governed by an agenda. Every item on the agenda should be properly listed in one of the categories below with a brief general description and the precise amount of time allocated for the item. The agenda shall also specify the time and location of the meeting.

The Faculty Co-Chair is responsible for creating and posting all agendas. The Pre-Curriculum meeting (composed of the Faculty Co-Chair, Administrative Co-Chair, Articulation Officer, and Curriculum Analyst) will review the proposed agenda one week before the schedule meeting.

At least 72 hours before a regular meeting, the agenda shall be emailed to all college staff and posted to BoardDocs: https://go.boarddocs.com/ca/nvccd/Board.nsf/Public.

3.7 Suggested Order of Business

Welcome and Call to Order: The Faculty Co-Chair will call the meeting to order at its scheduled time once quorum has been reached.

Adoption of the Agenda: Before the meeting can begin, the agenda must be adopted. At this time, any item can be removed from the consent agenda by any voting member and moved to the action agenda. Voting members may also revise the agenda prior to adoption through a motion to amend (subject to a two-thirds majority vote, or unanimous vote if less

than two-thirds of voting members are present). However, under the Brown Act, action items may only be added to the agenda if the need for such action only became apparent after the posting of the original agenda or in an emergency situation. Once approved by a majority vote, the agenda becomes the "Orders of the Day."

Approval of the Previous Meeting's Minutes: Curriculum Committee members may make any corrections or revisions to the minutes of the previous meeting before voting to approve them.

General Announcements: Curriculum Committee members are invited to make announcements to the committee at this time.

Public Comment: Members of the public are invited to comment on items on the agenda or other matters within the jurisdiction of the Curriculum Committee. Time may be extended by the Faculty Co-Chair or by approval of two-thirds of voting members.

Information Items: Items placed on the information agenda may involve discussion, but no action will be taken. This may include reports from the Faculty Co-Chair, Articulation Officer, or Curriculum Analyst. Actions of the General Education subcommittee and recommendations of any workgroups or ad hoc taskforces may also be include here.

Consent Items: The consent agenda will be treated collectively as one action item. At the request of any voting member of the Curriculum Committee, an item may be removed from the consent agenda to the action agenda to allow for discussion.

Action Items: Each item on the action agenda requires a vote from the Curriculum Committee. To begin consideration of an item, it must first be moved and seconded. The Faculty Co-Chair will then either restate the question (if the item is carried over from the discussion agenda) or provide the committee an opportunity to discuss the proposal. At this time, voting members may make motions or amendments according to the list of motions described below. The item shall be approved (or rejected) based on simple majority vote with only voting members taking part.

Discussion Items: Discussion items are a chance for all committee members (voting and non-voting) to discuss any matter related to the business of the committee, often leading to action or providing the Faculty Co-Chair with direction. Once the item has been introduced, the Faculty Co-Chair will open up the floor for comments and debate following the standard parliamentary rules of order as listed below. Members will raise their hand or otherwise indicate their desire to speak and wait to be acknowledged by the Faculty Co-Chair. The Faculty Co-Chair shall strive to provide a consistent amount of time for each person wishing to address the committee based on the number of people wishing to comment and the total amount of time allotted for that item.

Future Items: Items listed on the future agenda are neither debated nor voted upon but placed here to inform the committee of items to be carried over or priorities for future meetings. Voting members may request that the Faculty Co-Chair place items on the future agenda.

Adjournment: The meeting will conclude when a majority of the voting members approve a motion to adjourn.

3.8 Minutes

The Faculty Co-Chair will see that minutes are kept at all meetings. Minutes will include members present, all actions taken, and make note of all significant discussions. Minutes shall be distributed to all members of the committee and to the Academic Senate President and posted to BoardDocs within two weeks of the meeting or at least 72 hours before the next meeting of the committee.

3.9 Parliamentary Rules

- All motions, comments, and debate are directed to the Faculty Co-Chair
- Remarks must be courteous in language and deportment. Never allude to others by name or to motives. Discussions must be limited to the merits or lack thereof of the topic.
- Motions precede debate. Debate cannot begin until a voting member has made a motion on the item under consideration for action.
- The Faculty Co-Chair must restate the motion clearly so that everyone knows exactly what is being proposed and opened for debate.
- All members (voting and non-voting) may speak on any item open for debate. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- No member of the public may be involved in the discussion unless the Faculty Co-Chair has specifically recognized them, and only then to provide answers or clarifications on follow up questions.
- Time limits for discussion are absolute unless a voting member of the committee makes a motion to extend discussion. That motion requires a second and then a 2/3 majority vote in favor. The motion to extend time may not be debated or discussed and must specify the amount of the extension.
- Any voting member of the committee may make motions related to the item up for action.
- Once discussion is concluded or time is up, the Faculty Co-Chair restates the motion on the floor and calls for the question. Voting proceeds and the action fails or succeeds based on a simple majority.

3.10 Motions

Motions are formal statements that describe a proposed action or decision. They are how the committee dispenses with any item up for action on an agenda. Motions will be heard

in order of precedence and the order in which they are introduced, as defined below. For a full list of admissible motions, please see Robert's Rules of Order (as adapted for the Napa Valley College Academic Senate) in the references section of this chapter.

3.10.1 Main Motions

These motions are listed in order of precedence. A motion can be introduced only if it is higher on the chart than the pending motion. Motions introduced out of precedence must be ruled as "Out of Order" by the Faculty Co-Chair.

Move to Adjourn: Ends the meeting.

Move the Orders of the Day: Makes the committee follow the agenda. Used when the committee is off topic and requires immediate resumption of the Order of the Day (agenda). No vote on motion required.

Move the Previous Question: Closes debate and moves immediately to a vote. Stops all debate and requires immediate action. Motion requires two-thirds majority vote.

Move to Extend or Limit Debate: Extends the debate or cuts off time for debate. Motion must specify amount of extension. Motion requires two-thirds majority vote.

Move to Postpone the Motion: Postpones action until a specified time.

Move to Refer Motion to a Subcommittee: Postpones action by returning or referring a matter to a specific constituted subcommittee.

Move to Amend the Motion: Motion must include specific amendments to the wording. It is not sufficient to suggest general changes. May not change the intent of the motion.

Move to Approve: Main motion to bring an item for debate and vote.

3.10.2 Incidental Motions

These motions have no order of precedence. They arise incidentally and are decided immediately.

Point of Order: Enforces rules of order and conduct. Must be addressed immediately by the Faculty Co-Chair, who either accepts it as a "Point Well Taken" or rejects it. If accepted, the chair must rectify the situation resulting in the point of order. No vote on motion required.

Move to Suspend the Rules: Allows a violation of the committee's own rules (except by-laws). The object of the suspension must be specified. Motion requires two-thirds majority vote.

Move to Divide the Question: Divides the motion into smaller constituent parts.

Move for a Rising Vote (or Roll Call Vote): Rising vote requires vote to take place by voting members standing (or raising their hands) to indicate "ayes" and "nays." Roll call vote requires each voting member to answer "aye," "nay," or "abstain" as their name is called. No vote on motion required.

Point of Parliamentary Inquiry: Stops business to resolve question about appropriate process. No vote on motion required.

Point of Information: Used to request information on a specific question, either about process or about the content of a motion. No vote on motion.
Move to Rescind: Cancels previous action. Motion requires two-thirds majority vote.

3.11 Voting

Votes on motions will normally be taken by voice (voting members saying "aye" or "nay" aloud) when the Faculty Co-Chair calls for the vote. Votes by rising (voting members either standing or raising their hands) will be used to verify inconclusive voice votes or for motions that require a 2/3 majority. For all action items, the consent agenda, and adoption of the agenda and previous minutes, the committee minutes will indicate that the item has been moved, seconded, and passed (M/S/P) and for disputed votes will state the number of ayes and nays. Any voting member may request a vote by roll call, in which case each individual voting member's vote will be recorded in the minutes.

A majority vote means more than half of the votes cast by members entitled to vote, excluding abstentions or absences. According to the current number of voting members, a simple majority is at least 7 votes and a two-thirds majority is at least 9 votes (if all voting members are present).

3.12 Guidelines for Effective Dialogue

To maintain effective meetings and open communication, the Curriculum Committee has developed a series of community norms that will guide our work. These norms will be discussed at the beginning of each year and modified based on input from all members of the committee. Once adopted, they will become part of the standing rules of the committee for that year.

Our norms for the 2026-2027 academic year are:

- Presume goodwill
- Identify solutions
- Demonstrate respect
- Begin and end meetings on time
- Come prepared (read materials ahead of the meeting)
- Listen with an open mind (practice active listening)

- Have a sense of humor
- Speak with candor
- Be fully present during discussions

3.13 Subcommittees

Subcommittees may be formed as necessary to manage the workload of the Curriculum Committee and advise the committee on specific issues. Subcommittees may vote to make recommendations to the full Curriculum Committee, but do not approve changes on their own. Any actions or recommendations are subject to approval by the Curriculum Committee.

All subcommittee business shall be conducted and governed by an agenda that will be circulated at least 72 hours in advance of the meeting (as described above). Meetings are open to members of the public and subject to the Brown Act. The Faculty Co-Chair will see that minutes are kept at all meetings and posted within two weeks of the meeting.

3.13.1 Standing Subcommittees

The only current standing subcommittee of the Curriculum Committee is the General Education (GE) Subcommittee, which advises the committee on local general education standards and placement. The primary role of the GE Subcommittee is to review and recommend appropriate action (approval, rejection, modification, etc.) on courses being proposed for local GE patterns, graduation requirements, and/or competency designations. The Articulation Officer and Faculty Co-Chair jointly chair the General Education Subcommittee, with the Articulation Officer serving as the presiding chair. The Curriculum Analyst will take minutes. GE Subcommittee members are appointed annually by the Faculty Co-Chair and shall include at least 4 voting faculty members with expertise in a variety of GE discipline areas (including math and English). The GE Subcommittee usually meets at least once a semester.

The members of the GE Subcommittee for the 2026-2027 academic year are:

- Stacey Howard, Articulation Officer (presiding chair)
- Ana Clare Elizarrarás, Faculty Co-Chair
- Andrea Bewick, Faculty Representative for English
- Nicollette Morales, Faculty Representative for Arts and Humanities
- Maricel Rossi, Faculty Representative for Counseling
- Tatiana Reznikova, Faculty Representative for Science and Engineering

All members of the GE Subcommittee are voting members, except for the Articulation Officer Co-Chair, who may vote only to break a tie. If the GE Subcommittee's recommendation is unanimous, the item will go on the Curriculum Committee's consent agenda. If the subcommittee's recommendation is not unanimous, the item will appear on the Curriculum Committee's action agenda. Criteria and processes used to review courses for General Education are found in Chapter 7 of this Handbook.

3.13.2 Ad Hoc Subcommittees

The Discipline Placement Subcommittee will be constituted as needed to advise the Curriculum Committee when disagreements arise between departments about placing courses within disciplines. Any Curriculum Committee member may request Discipline Placement review by emailing the Faculty Co-Chair (prior to a course proposal being placed on the agenda) or making a motion to refer a proposal to the subcommittee (if the course has gone through curriculum review and made it onto the agenda). The subcommittee shall include the Faculty Co-Chair and at least 3 Curriculum Committee faculty members, each representing different divisions who do not belong to the disciplines involved. A full description of the Discipline Placement Process and the subcommittee's criteria for making recommendations can be found in Chapter 4 of this Handbook.

The Faculty Co-Chair may convene other subcommittees and work groups as necessary to study particular issues.

3.14 References and Resources

California Government Code §§54950-54963 (Brown Act).
Napa Valley College Academic Senate Bylaws (revised February 2024).
Robert's Rules of Order (as adapted for the Napa Valley College Academic Senate).

(Edited August 17, 2026, Approved by the CC on 08/21/2026 and by the Academic Senate on 08/27/2026).