

## College of Health and Human Services

### Curriculum Committee Bylaws

#### Article I. Name

The name of this committee shall be the Curriculum Committee of the College of Health and Human Services.

#### Article II. Purpose

The Committee shall consider and act on matters of policy regarding all courses, academic programs and other academic issues for the College of Health and Human Services. In addition, the Committee shall make recommendations through the Dean of the College of Health and Human Services to the Council on Academic Affairs, to the Council on Teacher Education, and/or to the Council of Graduate Studies. This includes but is not limited to the following:

- (a) Policies and procedures governing the curricula for all undergraduate and graduate programs and degrees
- (b) Addition of new graduate and undergraduate courses
- (c) Modification or deletion of graduate and undergraduate courses
- (d) Addition of new graduate and undergraduate majors, undergraduate minors, and programs
- (e) Modification or deletion of graduate and undergraduate majors, undergraduate minors, and programs
- (f) Recommendations from the Council on Academic Affairs, Council on Teacher Education, or Council of Graduate Studies concerning academic policies and procedures, or general education
- (g) The Committee may study the offerings of the various departments and programs within the College
- (h) Other items which might affect the programs within the College of Health and Human Services

#### Article III. Membership

**Section 3.01** The Committee consists of one faculty member from each academic unit (i.e. department or program) within the College of Health and Human Services. Each academic unit shall conduct its own election and shall prescribe the method of conducting such an election. The member from Military Science will serve a one-year term which shall commence with the start of each year. Members from the other academic units shall serve staggered three-year terms beginning fall semester based on the following sequence: Kinesiology, Sport and Recreation and Human Services and Community Leadership 2018-2019; Nutrition and Dietetics and Communication Disorders and Sciences, 2019-2020; and Health Promotion and RN to BS in Nursing, 2020-2021.

**Section 3.02** The Dean, Associate Dean and the Assistant to the Dean/Certification Officer of the College of Health and Human Services are ex officio non-voting members. The Assistant to the Dean/Certification Officer serves as Recorder for the Committee.

**Section 3.03** One student member (may be undergraduate or graduate) is appointed each Fall Semester to serve a one-year term. Each Department Chairperson or Program Director/Coordinator in the College may submit the name of a student to the Chair of the Committee, who with the Vice Chair and in consultation with the Dean of the College, selects the representative from the students nominated.

**Section 3.04** Elected and appointed members of the Committee shall possess voting privileges. All ex-officio members of the Committee shall have all privileges of the elected members except those privileges of voting and holding office of Chairperson or Vice-Chairperson.

#### Article IV. Officers

**Section 4.01** At the last meeting of each academic year, a Vice-Chairperson and, if necessary, a Chairperson is elected. The Chairperson serves a one-year term beginning the following fall semester. The Vice-Chairperson succeeds to Chairperson the following year for a one-year term as Chairperson.

**Section 4.02** The Chairperson (1) calls meetings of the Committee; (2) arranges meetings with representatives of other curriculum committees; (3) presides at the meetings of the Committee; and (4) assists in training of the Vice-Chairperson for future responsibilities as Chairperson;

**Section 4.03** The Vice-Chairperson (1) serves in the absence of the Chairperson, (2) assists the Chairperson in the conduct of the business of the Committee, and (3) serves as the Election Coordinator.

**Section 4.04** The Assistant to the Dean/Certification Officer (1) serves as Recorder for the Committee, (2) ensures that all proposals are forwarded to appropriate councils and (3) consults with person requesting to bring proposals before the Committee.

#### Article V. Election of the Committee

**Section 5.01** All Unit A members of the faculty of the College of Health and Human Services are eligible for voting membership on the Committee contingent upon a commitment to serving the entire term.

**Section 5.02** Each April the Vice-Chairperson contacts those academic units whose representatives' terms are due to expire at the end of the academic year. Each such academic unit conducts an election among its faculty and notifies the Vice-Chairperson of the academic unit's choice of the Committee representative for the subsequent three-year term. Election results are to be published as part of the minutes of the Committee.

**Section 5.03** If a member's tenure of service is interrupted for at least one semester, an alternate is appointed by the respective academic unit which notifies the Chairperson or Vice-Chairperson of the name of the alternate member.

## Article VI. Meetings

**Section 6.01** Regular meetings of the Committee shall be held once each month, September through April, on the second Monday of the month at 2:00 pm.

**Section 6.02** The Chairperson may call additional meetings when necessary with a tentative agenda published for such meetings at least three (3) days prior to the meeting.

**Section 6.03** Regularly scheduled meetings of the Committee may be cancelled or deferred by the Chairperson as needed.

**Section 6.04** Agenda items must be submitted to the College of Health and Human Services Curriculum Committee Recorder four (4) business days prior to the meeting to be placed on the tentative agenda and shall be considered in the order received, except in unusual circumstances.

**Section 6.05** A tentative agenda will be distributed three (3) days prior to the meeting to the Committee members, Department Chairs and Program Directors/Coordinators within the College, and the Dean of the College of Health and Human Services.

**Section 6.06** Meetings will be open to others to attend and conducted according to Roberts Rule of Order, revised edition 1990.

**Section 6.07** A quorum consists of one more than half of the voting members.

**Section 6.08** Proposals from academic units must first be approved per the curriculum bylaws of the respective academic unit.

**Section 6.09** Representatives of the academic unit whose proposals are being considered will be present at the meeting to discuss the need for the course and to offer information concerning the proposal.

**Section 6.10** Department Chairpersons or Program Directors/Coordinators forward to the Committee Recorder copies of all proposals in the form prescribed by the Council on Academic Affairs, the Council on Graduate Studies, and/or the Council on Teacher Education.

**Section 6.11** If in the opinion of the Committee, a proposal directly affects parts of the University other than the College of Health and Human Services, the Committee Chair may request a joint meeting of representatives of the curriculum committees involved.

**Section 6.12** Proposals shall be discussed at the next regular meeting after the distribution of the agenda, or at a subsequent meeting if the agenda is unusually lengthy.

**Section 6.13** A motion to approve shall be entertained and, if seconded, a discussion will occur followed by a vote on the motion.

**Section 6.14** A proposal is deemed approved when the number of “yes” votes is a majority of all voting members present.

**Section 6.15** After approval, a proposal shall be sent immediately to the next appropriate level.

**Section 6.16** If a proposal is defeated, the academic unit may request a written statement from the Committee Chairperson explaining the reasons for the rejection. Such requests from academic units must be received no later than two weeks after the proposal was rejected. Requests for reconsideration of Committee decisions are to be made in writing from the Department Chairs or Program Directors/Coordinators to the Chair of the Curriculum Committee. The request for reconsideration must be acted upon at the first regularly scheduled meeting after its receipt.

**Section 6.17** If a proposal has been submitted to the Committee and no action is reported after a reasonable time, or if it is believed the improper procedures have been followed or that unwise actions have been taken, the proposing agency may appeal to the Provost and Vice President of Academic Affairs for assistance in achieving expeditious and wise action.

**Section 6.18** The Dean may recommend to the Committee the approval of minor changes in courses and programs in the College. Such changes shall be reported in the minutes as approved by executive action. However, the Committee may set aside the approval of any item and process it as an agenda item.

**Section 6.19** Minutes of the meetings will be posted on the College of Health and Human Services web page. The Committee Recorder will email a copy of the minutes to the Committee and to the contacts for the Council on Academic Affairs, Council on Graduate Studies, and Council on Teacher Education.

## **Article VII. Changes and Distribution**

**Section 7.01** Changes in these Bylaws which do not alter the intent of the Bylaws shall be handled in accordance with Committee Procedures. When such changes are proposed, a copy of the proposal will be included in the agenda which is distributed to the College faculty.

**Section 7.02** Any changes in these Bylaws, except those described in Section 7.01, must be approved by a majority vote cast by members of the faculty of the College of Health and Human Services.

**Section 7.03** The Office of the Dean is responsible for maintaining a current copy of the Bylaws on the College of Health and Human Services web page.