

**COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES
CURRICULUM COMMITTEE BYLAWS - REVISED 1993, 1996, 2011**

I. Membership

A. The Committee shall consist of:

1. One member (or an alternate) to be elected by the faculty of each department for a three-year term
2. The Dean, College of Education and Professional Studies, as Executive Officer (ex-officio member without vote)
3. ~~Four student representatives—one graduate student and three undergraduate students selected for one-year terms.~~ The selection of the student members will be decided by the faculty of each department. The rotation order is as follows: (even fiscal years) - a representative from each of these departments - ~~Business Education~~, Early Childhood/Elementary Education/Middle Level Education, Health Studies, ~~and~~ one student from Educational Administration Leadership, and one at at-large position; (odd fiscal years) - students will be chosen from each of these departments – Recreation Administration ~~Leisure Studies~~, Kinesiology and Sports Studies, ~~Physical Education~~, Special Education, and one student chosen from ~~Educational Psychology and Guidance-Counseling and Student Development~~.
4. One public school representative selected by the Dean of the College of Education and Professional Studies for a two-year term

- B. 1. At the first meeting of the Committee at which new members take their seats after an election, ~~a Chair, the~~ Vice-Chair, and Secretary shall be ~~nominated and elected by secret ballot~~ from the voting members. ~~at the first meeting after election of new members and shall serve for one year.~~ The newly-elected officers shall assume their responsibilities at the first meeting following election and shall serve for one year.

2. _____ The Chair shall (1) call the meetings of the Committee and (2) preside at

the meetings of the Committee. The Chair shall (1) call the meetings of the Committee and (2) preside at the meetings of the Committee.

3. The Vice-chair shall (1) serve in the absence of the chair; (2) assist the
Chair in conducting business of the Committee; (3) assume the
Chair

position the following year. A member may not serve as Vice-Chair

during his/her third year of a three year term. The Vice-chair shall (1) serve in the absence of the chair; (2) assist the Chair in conducting business of the Committee; (3) assume the Chair position the following year. A member may not serve as Vice-Chair during his/her third year of a three-year term.

4. The secretary shall (1) take minutes when needed; (2) ensure that all documents are placed on the website in the time frame set forth by the

Bylaws (3) ensure the website is updated on a regular basis The secretary shall (1) take minutes when needed; (2) ensure that all documents are placed on the website in the time frame set forth by the Bylaws; (3) ensure the website is updated on a regular basis.

C. Meeting Structure

1. Meetings will be scheduled by the Chair on the 2nd and 4th Mondays mid-September through October from 2:00 to 3:30 p.m.
2. The remaining meetings will be scheduled at least monthly for 90 minutes with a possibility of going until 4:00 p.m. if the agenda warrants it.
3. Electronic meetings may be held when all items on the agenda are non-controversial. Any member may deem an item controversial within two working days of the distribution of the text of the item to the members of the Committee.
4. The Chair is empowered to cancel meetings and to call special meetings.

D. The Chair shall ~~preside at each meeting and shall~~ have the privilege of voting and making motions. ~~The Vice Chair shall preside when the Chair is absent.~~

E. A quorum shall consist of seven voting members or their designees with at least five members being faculty.

II. Responsibilities

A. The Curriculum Committee shall consider and act on the following proposals and make affirmative, negative, or modified recommendations through the Dean, College of Education and Professional Studies, to the appropriate council or councils. When doubt exists as to which council has jurisdiction, the matter will

be referred to the Provost and Vice President for Academic Affairs for a decision.

1. New courses, graduate or undergraduate, to be offered in the College
 2. Modification or deletion of courses, graduate or undergraduate, offered in the College
 3. New majors or minors, graduate or undergraduate, to be offered in the College
 4. Modification or deletion of majors or minors, graduate or undergraduate, offered in the College
 5. To provide leadership in curriculum development and review in the College
- B. After receiving the final copy of the proposal to be forwarded from the departmental representative, the Dean of the College of Education and Professional Studies will have prepared the necessary forwarding materials and have such materials attached to any materials approved by the Curriculum Committee for forwarding to the appropriate Campus Committee (if required by University policy).
- C. Actions taken by the Curriculum Committee which require forwarding to another campus committee will be electronically forwarded from the office of the Dean of CEPS and copied to the chair of the curriculum committee. ~~must include the signature of both the Dean of the College of Education and Professional Studies and the Chair of the Curriculum Committee.~~
- D. Receive reports and resolve questions about minor catalog changes.

III. Minor Decisions Not Requiring Action

- A. Catalog changes of a minor nature that can be made by executive action on the part of the Dean of the College of Education and Professional Studies.
- B. Departmental decisions in regard to content of a specific course when the course remains essentially the same with the same goals and the same course number.
- C. When doubt exists on the above, consult with the Chair for a ruling.

IV. Procedures

- A. The Curriculum Committee shall post minutes electronically with an email sent out announcing the posting. ~~publish its minutes promptly and distribute copies directly to the following: President, Vice President for Academic Affairs, Vice~~

~~President for Student Affairs, Council on Academic Affairs Chair, Council on Graduate Studies Chair, Council on Teacher Education Chair, Deans, Directors, Department Chairs, Catalog Editor, Chairs and members of all Curriculum Committees of the Colleges/Schools, and to all College of Education and Professional Studies faculty.~~

Minutes of the previous meeting must be posted promptly after the meeting and the current agenda must be posted at least five business days prior to the scheduled meeting. All documents must be posted on the CEPS [Curriculum Committee](#) website.

- B. Committee meetings are open.
- C. Voting matters which affect basic policy shall be delayed until the next regularly-scheduled meeting following publication of the motion. Judgment of whether an item is routine or basic policy will be made by the Chair, in consultation with the Dean, College of Education and Professional Studies.
- D. Proposals which receive affirmative votes numbering more than one-half of the voting membership shall be considered an action passed by the Committee. Requests for reconsideration of Committee decisions are to be made in writing from department chairs to the Chair of the Curriculum Committee.
- E. Program proposals must be in the format approved by COTE. Course proposals must be in the format approved by CAA. All proposals presented to CEPS Curriculum Committee must be accompanied by the appropriate cover form. “Course Request Form” or the “Curricular Change Request Form.”
- F. The Bylaws may be waived ~~or amended~~ by parliamentary procedures and an affirmative vote of at least two-thirds of the committee members. The Bylaws may be amended by a [two-thirds](#)^{2/3} vote [of faculty representatives on the CEPS Curriculum Committee](#), of full-time CEPS faculty cast by electronic ballot. There must be a two week notice of the proposed change to the Bylaws. Bylaw amendments must be posted on the agenda and action will be taken at the following meeting.
- G. Other than as stated above, Robert’s Rules of Order will be followed.
- H. A completed electronic copy of all proposals ~~Fifteen copies of all proposals to be considered must~~ ~~are to~~ be received by the Dean’s office ~~Chair~~ at least seven working days prior to [a meeting in order to be placed on the agenda](#).
- I. ~~Notebooks issued to departmental representatives should be transferred to new departmental representatives at the end of each three year term.~~
- J. ~~Notebooks issued to student representatives should be returned to the CEPS Curriculum Committee Chair at the last meeting of the academic year.~~

