

**COLLEGE OF EDUCATION  
CURRICULUM COMMITTEE BYLAWS - REVISED 1993, 1996, 2011, 2018**

I. Membership

A. The Committee shall consist of:

1. One member (or an alternate) to be elected by the faculty of each department in the College of Education and one staff member from the BA in General Studies Program (School of Extended Learning), each for a three-year term. In the event a member is unable to attend a meeting, the Department Chair may send an alternate.
2. The Dean, College of Education, as Executive Officer (ex-officio member without vote).
3. The selection of the student members will be decided by the chair of each department. The rotation order is as follows: (even fiscal years) - a representative from each of these departments - Teaching, Learning, and Foundations and Educational Leadership; (odd fiscal years) - students will be chosen from each of these departments – Special Education and Counseling and Higher Education. Student members shall serve for the academic year. In case a student representative for a particular department is not available, a student from an alternate department can be approved by the Dean of the College of Education, in consultation with the Chair.
4. One public school representative selected by the Dean of the College of Education for a two-year term.

- B.
1. At the first meeting of the Committee at which new members take their seats after an election, the Vice-Chair and Secretary shall be elected from the voting members. 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.
  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.
  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.

C. Meeting Structure

1. Meetings will be scheduled by the Chair on the 2nd and 4th Mondays of each month during the academic year from 2:00 to 3:30 p.m.
2. 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.
3. The Chair is empowered to cancel meetings and to call special meetings.

D. The Chair shall have the privilege of voting and making motions.

E. A quorum shall consist of four voting members or their designees with at least three members being faculty/staff.

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, 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 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 the College of Education and copied to 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.
- 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. 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 College of Education 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.
- 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 the College of Education Curriculum Committee must be accompanied by the appropriate cover form.
- F. The Bylaws may be waived 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 vote of faculty representatives on the College of Education Curriculum Committee. 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 must be received by the Dean's office at least seven working days prior to a meeting in order to be placed on the agenda.