

College Curriculum Committee Standing Rules

The A&L College Curriculum Committee is a standing committee responsible for reviewing all curriculum proposals from every department in order to make recommendations to the Dean.

Charge

- A. Reviews and makes recommendations to the Dean regarding modifications to existing courses and academic programs and proposed new courses and academic programs, including all undergraduate, graduate, interdisciplinary, certificates, extended learning, minors, options, emphasis and study centers within the College.
- B. Reviews proposals for experimental courses that can be approved for implementation by the Dean.

Membership

- A. Seven faculty members to be elected when vacancies arise by College of Arts & Letters faculty at large. The seven faculty members shall serve three-year terms, staggered (on a 2-3-2 basis). No two members may be from the same department/unit. The Dean or an Associate Dean shall serve on the Committee as an ex-officio, non-voting member.
- B. In the event that a member plans to take a sabbatical leave during his/her term, s/he is expected to give the Committee immediate notice when leave is approved to provide for a replacement.

Committee Chair

- A. The Chair shall be elected from and be among the voting members of the Committee at the first meeting each fall.
- B. The term of office of the Chair shall be one academic year. Summer service is optional.
- C. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee. Should circumstances dictate, these stipulations could be waived based on a majority vote of the existing committee.
- D. The Chair is responsible for establishing the agenda for each meeting, reviewing Minutes after each meeting before their posting for approval, and following up with the results of each meeting on Curriculum Workflow.

Committee Meetings

- A. The Committee shall meet the first and third Wednesdays of each month from 11:00-11:55 a.m. while classes are in session. Location TBD. Meetings are open to all College faculty and administrators.
- B. The meeting agenda with equitable review assignments shall be distributed to the Committee on the preceding Friday morning.

- C. Faculty authors and department chairs will be notified by College support staff when their proposals will appear on the agenda, so that they may attend.
- D. To be a constituted Committee (able to officially conduct business) the majority (more than 50%) of the voting members must be present.

Operations

- A. The following proposals shall be submitted online through Curriculum Workflow on or before the deadlines as announced by the Dean's Office at the beginning of each academic year.
 - 1. Permanent undergraduate and graduate courses;
 - 2. Experimental courses (assigned the course numbers 96, 196, or 296);
 - 3. Changes from experimental to regular status;
 - 4. Deletions of existing courses;
 - 5. Changes in units, prerequisites, and code designations of currently approved courses;
 - 6. Changes in descriptions of currently approved courses that do not substantially alter the subject content.
 - 7. Changes in current degree or admission requirements, or proposals of new degree programs.
- B. Proposals not approved by the Committee shall be "rolled back" to the faculty author via Curriculum Workflow with the Committee's recommendations noted under "Reviewer Comments" by the faculty reviewer. The department may resubmit the proposal with modifications.
- C. It is the responsibility of the Chair to monitor the Approval list of proposals in Curriculum Workflow regularly in order to review and review/approve proposals that have been edited and re-submitted.

Adoption of Committee Standing Rules: September 16, 2020