

College of Arts and Sciences Curriculum Committee By-Laws **Revised 2007**

Structure

The College of Arts and Sciences Curriculum Committee (CCC) is made up of 12 members representing the college's areas and departments. Membership on the CCC is for a term of two years. Members are selected by the dean from a slate of candidates recommended by department chairs according to the following scheme: Each area (humanities, sciences, social sciences) is represented by four departments in any given year. (*Note: While the number of departments varies in the three areas, the total number of faculty members in each is approximately equal.*) When a vacancy occurs, nomination of candidates for membership on the committee is solicited from department chairs, beginning with departments not represented on the previous year's committee and taking departments in the area in alphabetical order until all openings are filled. The dean may request additional nominations or skip ahead in the alphabetical rotation if necessary in order to achieve a diverse membership on the committee.

Each area will also be represented by one student member, appointed for a term of one year. Departments will nominate candidates for student members according to alphabetical rotation of departments within each area. The dean will select from nominees, assuring that one graduate student and two undergraduate students are appointed. The dean may alter the rotation in order to attempt to secure student representation in any give year from departments that have large proposals (such as a new Ph.D. program) coming up for review. Students appointed will be voting members of the committee.

The Associate Dean for Curriculum and the Director of Academic Advising for the college will serve *ex officio* as non-voting members of the committee. The Associate Dean will serve as the liaison between the dean's office and the CCC chair.

The CCC is chaired by a Board of Trustees appointed tenured faculty member who does not serve simultaneously as an academic officer of the University. The chair is elected at the April committee meeting of the preceding academic year and will assume the role at the first committee meeting in the fall. The term of the chair is for one year but may be re-elected for an additional year.

A quorum of eight voting members will be required for the committee to come to order. Committee members who are unable to attend a scheduled meeting are expected to provide a substitute from the faculty within the department.

Function

The charge of the CCC is (1) to review all proposals for curricular change presented by any department in the college or by the Dean of the college and (2) to initiate or review college curricular policies and recommending to the Dean any changes it believes to be necessary or desirable. While the committee has the responsibility to assure the integrity of program and course offerings in the college, members of the CCC should be aware that as the agent of the college the committee's job is to assist departments in presenting their best efforts to students.

Roles

Associate Dean for Curriculum and Dean's Office

1. Be familiar with Curriculum Change Policy (<http://www.wmich.edu/ir/currChange/>) as well as requirements for General Education (<http://www.wmich.edu/registrar/GenEd-F2007.html>), College graduation (http://www.wmich.edu/cas/advising/graduation_requirements.htm) and the Graduate College policies (http://catalog.wmich.edu/content.php?catoid=8&page=07_graduation.html#grad_requ).
2. Assist those initiating and developing curricular change.
3. Receive proposals, determining the following:
 - a. Proper form and documentation
 - b. Adherence to the general principles of Curriculum change as outlined in the revisions to the Curriculum Change Policies passed in 2007. Guides for change can be found at <http://www.wmich.edu/ir/currChange/>
 - c. Appropriate classification of change as Academic Program Change (AP), Substantive Course Change (SC) or Miscellaneous Course Change (MC)
 - d. Necessary inclusion of supplemental information (ex. Catalog description- both old and new)
4. Review carefully the curriculum implications of proposed changes and ensure that necessary communication among units has occurred.
5. Consult with the dean about budgetary and resource implications.
6. Prepare meeting agendas to ensure timely review of proposals. Upload agenda and proposals to Arts and Sciences website. Circulate all meeting agendas to those on the appropriate distribution list at least five working days prior to each meeting.
7. Prepare and upload meeting minutes to the Arts and Sciences website. Circulate the minutes of each meeting to those on the appropriate distribution list within ten working days after the conclusion of the meeting.
8. Initiate intra-college curriculum study, as appropriate.
9. After CCC meetings, ensure copies are signed and then forwarded onto the Curriculum Manager. Proposals that address curriculum change need to be forwarded to the Dean of the Graduate College.

Chair of College Curriculum Committee

1. Be familiar with Curriculum Change Policy (<http://www.wmich.edu/ir/currChange/>) as well as requirements for General Education (<http://www.wmich.edu/registrar/GenEd-F2007.html>), College graduation (http://www.wmich.edu/cas/advising/graduation_requirements.htm) and the Graduate College policies (http://catalog.wmich.edu/content.php?catoid=8&page=07_graduation.html#grad_requ).
2. Assist, if needed, those initiating and developing curricular change.
3. Work with the Associate Dean to ensure the proposals are complete and ready for review by the CCC.
4. Work with the Associate Dean to set the agenda.
5. Communicate with CCC members regarding any new policies or practices for curriculum review.
6. Preside over the CCC meetings.
7. Appoint, if necessary, subcommittees to facilitate review of large proposals (such as new majors or programs). In this event the appropriate sub-committee will prepare a written report and recommendation for the entire committee's action.
8. Sign all curriculum proposals passed by the committee.

Members of the College Curriculum Committee

Members of the CCC should be familiar with the Faculty Senate Curriculum Review process as described in the 2007 Curriculum Change Policy Revisions (<http://www.wmich.edu/ir/currChange/>). Additionally, they should be aware of the requirements for General Education (<http://www.wmich.edu/registrar/GenEd-F2007.html>), College graduation (http://www.wmich.edu/cas/advising/graduation_requirements.htm) and the Graduate College policies (http://catalog.wmich.edu/content.php?catoid=8&page=07_graduation.html#grad_requ).

In particular the committee should evaluate proposals taking into account all of the following:

- a. College and Departmental assessment plans.
- b. Effect of proposals on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.
- c. The strategic plans and missions of colleges and departments.
- d. The academic quality of the proposal and the faculty involved.

- e. The consistency between the proposal and university policies as recorded in the relevant catalogs.
- f. Initiate college-level curriculum studies as appropriate or requested.

If needed the CCC shall serve as the Liberal Education Curriculum Committee and review and approve courses for adherence to criteria for Liberal Education credit in the College's Liberal Education Curriculum.

Approved by the College Curriculum Committee 11/16/07