

**College of Arts and Sciences Curriculum Committee Bylaws**

**Structure**

The College of Arts and Sciences Curriculum Committee (CCC) is made up of up to 13 members representing the college’s areas and departmental units. Each area (humanities, sciences, social sciences) is represented by four departments in any given year through the selection of both faculty and student members.

Faculty membership on the CCC is for a term of three years. Members are selected by the dean from a slate of candidates recommended by departmental unit chairs and directors. (*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 departmental unit chairs and directors, beginning with units not represented on the previous year’s committee and taking units 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. Departmental units will nominate candidates for student members according to alphabetical rotation of units within each area. The dean will select from nominees, assuring that two graduate students and one undergraduate student are appointed. The dean may alter the rotation in order to attempt to secure student representation in any given year from units 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 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 March 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.

*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.*

A quorum of seven 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 their unit. Proposals will be considered in the order determined by the agenda. Departmental/unit representatives will introduce their proposals and, at the prompting of the committee chair, will answer questions raised by committee members. This will all occur via conference call and departmental/unit representatives will be “on call” throughout the entirety of the meeting. At the conclusion of the phone call, committee members will vote and results will be transmitted via email by the Associate Chair. The committee, however, reserves the right to request an in-person appearance by departmental/unit representatives.

Complete and correct curriculum proposals submitted by the last day of spring semester according to the University calendar will be acted upon by the end of October annually.

All proposals submitted to the Dean’s office will be date and time stamped.

The curriculum committee will act upon up to 30 proposals, including bundled proposals per meeting.

The standing date for the committee meetings will be the 2nd Friday of each month.

Voting by email on proposals may take place as communicated by the Curriculum Committee Chair. A quorum is needed. A vote to review a proposal by a committee member will enable the proposal to be placed on an upcoming meeting agenda.

**Function**

The charge of the CCC is (1) to review all proposals for curricular change presented by any departmental unit 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 units in presenting their best efforts to students.

**Roles**

**Associate Dean for Curriculum and Dean’s Office**

1. Be familiar with the Faculty Senate Curriculum Review process as described in the current Curriculum Change Policy Revisions. Additionally, they should be aware of the requirements for General Education, College graduation and the Graduate College policies. All of this information should be available on the College of Arts and Sciences curriculum webpage or the Faculty Senate Webpage (http://wmich.edu/facultysenate/policies/curriculumreview).
2. Assist those initiating and developing curricular change.
3. Receive proposals, determining the following:
	1. Proper form and documentation
	2. Adherence to the general principles of Curriculum change as outlined in the revisions to the Curriculum Change Policies. Current curriculum change guides and resources can be found on the Faculty Senate webpage.
	3. Appropriate classification of change as Academic Program Change (AP), Substantive Course Change (SC) or Miscellaneous Course Change (MC)
	4. 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 the Faculty Senate Curriculum Review process as described in the current Curriculum Change Policy Revisions. Additionally, they should be aware of the requirements for General Education, College graduation and the Graduate College policies. All of this information should be available on the College of Arts and Sciences curriculum webpage or the Faculty Senate Webpage (http://wmich.edu/facultysenate/policies/curriculumreview).
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**

1. Members of the CCC should be familiar with the Faculty Senate Curriculum Review process as described in the current Curriculum Change Policy Revisions. Additionally, they should be aware of the requirements for General Education, College graduation and the Graduate College policies. All of this information should be available on the College of Arts and Sciences curriculum webpage or the Faculty Senate Webpage (http://wmich.edu/facultysenate/policies/curriculumreview).
2. In particular, the committee should evaluate proposals taking into account all of the following:
	1. College and departmental unit assessment plans.
	2. Effect of proposals on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.
	3. The strategic plans and missions of colleges and departmental units.
	4. The academic quality of the proposal and the faculty involved. The consistency between the proposal and university policies as recorded in the relevant catalogs.
	5. 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.

**Chairs and Directors**

1. Be familiar with the Faculty Senate Curriculum Review process as described in the current Curriculum Change Policy Revisions. Additionally, they should be aware of the requirements for General Education, College graduation and the Graduate College policies. All of this information should be available on the College of Arts and Sciences curriculum webpage or the Faculty Senate Webpage (http://wmich.edu/facultysenate/policies/curriculumreview).
2. Ensure that each proposal submitted to the committee from the unit is reviewed, approved, and signed, and that the curricular change form has been filled out fully and accurately, providing answers to every question on the form.
3. Ensure that current and proposed catalog copy is included as part of each proposal.
4. Ensure that a sample syllabus, including course description, learning outcomes, and schedule of assignments and course meetings, is included in proposals for any new course, any course requiring approval or re approval by COGE, and in select other cases as requested by the committee or committee chair.
5. Ensure that all units potentially affected by curricular changes have been consulted, working with the CCC chair and Associate Dean as needed, and providing documentation of consultation as part of the proposal.
6. Ensure that the department has a representative present at any meeting at which proposals from the unit are under consideration.
7. Ensure that answers are clearly differentiated from questions on the curriculum change form.
	1. **Example:** Rationale. Give your reason(s) for the proposed improvement. (If your proposal includes prerequisites, justify those, too.) **A faculty committee reviewed the program in 2009, at which point it was decided that the program would be eliminated. The program is currently dormant, has no resources attached to it, and no majors enrolled.**

Approved by the College Curriculum Committee 5/20/2017 Bylaws Updated 1/19/2018