



CHICAGO STATE
UNIVERSITY

College of Arts and Sciences Curriculum Committee By-laws

Adopted 31 March 2016

Purpose

The Curriculum Committee is a representative body within the College of Arts and Sciences at Chicago State University that reviews and approves all curriculum, program, and degree requirements, as well as the development, implementation, deletion, and changes to courses. The Committee recommends action to Faculty, Departments and the Dean of the College of Arts and Sciences.

Membership

The committee shall consist of the following members:

1. One faculty representative from each program, who is specified by the Chair of that department in accordance with that program's wishes.
2. All members must hold Unit A faculty rank, barring extraordinary circumstances. In extraordinary circumstances, a non-Unit A faculty member could be appointed if approved by both the Department Chair and the CAS Curriculum Committee.

Section 1. Meetings

- 1.1. A simple majority of the total number of faculty representatives (voting members) of the Curriculum Committee shall constitute a quorum.
- 1.2. Meetings will be held the first Thursday of September, October, November, February, March, and April.
- 1.3. Minutes of all meetings will be recorded by the secretary and distributed to the entire faculty of the College of Arts and Sciences through the College website.
- 1.4. Proposals, recommendations, and suggestions seeking committee decision must be submitted electronically using the approved forms to the Committee Chair no less than one week in advance of the meeting. Proposals not meeting the deadline may be discussed, but no vote will be taken if the proposal deadline has been missed. Exceptions to this rule must be approved by a 2/3 majority vote of those committee members present.
- 1.5. Visitors: Meetings are open to anyone wishing to attend; involvement of nonmembers in discussion is permitted at the Chair's discretion.
- 1.6. An affirmative vote of a simple majority of the Committee members present at any given meeting shall be required for passage of motions, provided a quorum is present. Normally, voting shall take place by voice or by show of hands, however any member may request a vote by secret ballot, and that request shall be granted.

Section 2. Terms of Office

Voting members from each program will be selected each academic year. Terms of office terminated by leaves of absence, illness, etc., shall be filled within one month by a special appointment within the appropriate department.

Section 3. Officers

- 3.1. A Chair shall be elected for a one-year term each fall. This individual will serve as both a voting member and representative for their program.
- 3.2. A Secretary shall be elected for a one-year term each fall. This individual will be a voting member and the representative for their program.

Section 4. Duties of Officers

- 4.1. The Chair shall
 - preside at or appoint a presiding Chair for all meetings,
 - set the time and place of meetings,
 - prepare the agenda for meetings,
 - assist the secretary in the preparation of the minutes of all committee meetings,
 - sign all routing forms passed by the committee,
 - convey routing forms from the committee to the Dean's office,
 - communicate with CCC members regarding any new policies or practices for curriculum review, and
 - assist, if needed, those initiating and developing curricular change.

- 4.2. The Secretary shall prepare minutes of all meetings and shall distribute them to all faculty members of the College of Arts and Sciences.

Section 5. Functions of the Committee

The curriculum committee will consider, develop, and recommend policies related to curriculum and instructional resources to programs by means of their representatives. It will consider proposals submitted and presented by College of Arts and Sciences programs, departments, or invested faculty members. Examples include, but are not limited to, recommendations regarding changes, additions, and deletions to courses or programs.

- 5.1. Committee members are expected to
 - ensure that the program has a representative present at any meeting at which proposals from the unit are under consideration,
 - ensure that answers to all sections are clearly stated on the curriculum change forms brought forth from their department,
 - be the primary spokesperson for their program changes, and
 - attend all meetings so as to ensure a quorum.

- 5.2. In particular the committee should evaluate proposals, taking into account all of the following:
 - college and departmental unit assessment plans,
 - effect of proposals on students transferring from Illinois community colleges,
 - effect of proposals on other departments and programs,
 - the strategic plans and missions of colleges and departmental units,
 - the academic quality of the proposal and the faculty involved,
 - the consistency between the proposal and university policies as recorded in the relevant catalogs, and
 - initiate college-level curriculum studies as appropriate or requested.

Section 6. Amendments

Bylaws may be amended by a 2/3 vote of the full membership. Amendments shall be submitted in writing to the membership at least three working days prior to the meeting at which a vote is requested.