

Central Connecticut State University
UNIVERSITY SENATE ACTION

Senate Motion Number FS 10.11.026B

TO: President Jack Miller
FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with: **Curriculum Committee Bylaws Revision** is presented to you for your consideration.
2. This motion was adopted by the University Senate on **5/9/2011**.
3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.
4. Under the By-Laws of the University Senate, Section 3.8, the following schedule of action is to be observed.
 - a) By **5/12/2011**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).
 - b) By **5/27/2011**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

5/11/2011
Date

BB for CB
BBarr for CBarrington
Candace Barrington, President, University Senate

ENDORSEMENT:

TO: President of the University Senate
FROM: President Jack Miller

1. Motion Approved : _____ ✓
2. Motion Disapproved: _____ (Explanatory statement must be appended).
3. Action "is deferred": _____
4. Resolution Noted: _____
5. Other: _____

5/24/11
Date

John Miller
President Jack Miller

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UNIVERSITY CURRICULUM COMMITTEE

A STANDING FACULTY COMMITTEE

BYLAWS (Proposed Revision, March 2011)

Catalog of Revisions

Revision #1: Use decimal outline style for ease and clarity of reference

Revision #2: Re-order items under "Membership"

Revision #3 (1.1): Make department chair interim representative upon failure to submit regular representative

Revision #4 (1.4): Make appointment of student members optional, not mandatory

Revision #5 (1.4): Take right of appointing student representatives from the Deans and give it to SGA & GSA

Revision #6 (1.4): Correct maximum number of student representatives to six (one for each of the five Schools, plus one for the General Education subcommittee).

Revision #7 (2.3): Add redundant statement that changes to the bylaws must be approved by the Faculty Senate.

Revision #8 (3.3): Change the annual review of courses not taught for two years to a biennial review of courses not taught for four years.

Revision #9 (4.2.5): Place the law regarding submission of requests by the President, Faculty Senate, etc., under "Submission of requests."

Revision #10 (4.2.5): Explicitly state that submission requests by the President, Faculty Senate, etc., must abide by the regulations governing others submissions of requests.

Revision #11 (5.1.1): Here and elsewhere, update the names of the Schools of Engineering and Technology and Education and Professional Studies.

Revision #12 (5.1.3): Add a clause recognizing established practice, i.e. that a proposal that is postponed in one subcommittee is postponed in all subcommittees and will be re-considered in the next round of meetings. Note that our practice of calling such proposals "tabled" is inaccurate according to Roberts' Rules of Order (a "tabled" item does not have a set time for being taken up again, and it can be resumed at any time by majority vote).

Revision #13 (5.3.1): Add a phrase recognizing established practice, i.e. that the Dean of Arts and Sciences may send a representative to the General Education subcommittee rather than attending in person.

Revision #14 (5.3.1): Revise the reference to the student member of the General Education subcommittee in accordance with 1.4

Revision #15 (5.3.3): Add a clause recognizing established practice, i.e. that the General Education subcommittee is the subcommittee that considers all areas of General Education, implying that it will do so for additional categories of General Education if the program is expanded, and taking away the consideration of the "I" designation from the IASC.

Revision #16 (5.3.4): Add a law explicitly allowing the General Education subcommittee to delegate some of its authority, e.g. giving consideration of the "I" designation back to the IASC if the IASC is willing and able to do so.

Catalog of Additional Revisions

Revision #17 (4.2.2): Revise language defining deadlines to accord with established practice.

Revision #18 (4.4.1-4.4.4): Clarify and standardize language regulating submissions

Revision #19 (4.4.3-4.4.4): Add explicit reference to review by Deans

Revision #20 (4.4.4): Add statement regarding endorsement of university-wide requests; delete the requirement of evidence of review by two-thirds of Departments; add instead a requirement that all Departments be notified two months prior to consideration by the full Curriculum Committee.

1. Membership:

Curriculum Forms
and Archives

- 1.1. One member and alternate elected for a two-year term by and from the membership of each academic department, the library, and the academic counselors. All members will serve on at least one subcommittee. If an academic department fails to submit the names of the departmental representative and alternate by the end of the Spring semester, the department chair will be the interim representative.
- 1.2. The Chair of the Graduate Studies Committee and the Chair of the International and Area Studies Committee, ex-officio.
- 1.3. The Deans of the Undergraduate Schools and the Dean of the School of Graduate Studies, ex-officio.
- 1.4. The Student Government Association may appoint at most five students (one for each undergraduate School, and one for the General Education subcommittee), and the Graduate Student Association may appoint at most one student (for the Graduate School Curriculum Committee), for renewable terms of one year.

2. Organization:

- 2.1. The Curriculum Committee shall organize itself in May, electing its Chair (two year term) and Secretary (one year term) from among those members representing academic departments, and fix its time and place of meeting.
- 2.2. The Chair shall appoint a Vice-Chair for a one-year term. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
- 2.3. These By-laws may be amended by a 2/3 vote of the members present at any regular or special meeting of the Curriculum Committee, provided that written proposed amendments are presented to Curriculum Committee members via the Chair at least two weeks prior to the meeting. All changes to the by-laws are subject to approval by the Faculty Senate.

3. Functions and Responsibilities:

- 3.1. To review and recommend to the Faculty Senate policies concerning the University curricula including the structure of all majors, minors and concentrations of all graduate and undergraduate programs, both departmental and interdepartmental; and on all modifications, additions, utilizations, and deletions of all courses and programs within the curricula.
- 3.2. To make a continuous study of the University curricula as they relate to programs authorized by the Board of Trustees for the Connecticut State University.
- 3.3. To hold an biennial review, following notification of the affected departments, of those courses which have not been taught for four consecutive years.

4. Curriculum Committee Procedures:

- 4.1. The Committee shall use Robert's Rules of Order, Newly Revised.
- 4.2. Submission of requests:
 - 4.2.1. Requests for curriculum changes shall be made on the latest Curriculum Committee standard forms for course or program change.
 - 4.2.2. Requests for changes shall be in the hands of the Chair by noon on the Friday after the first Wednesday of the month in which they are to be considered. Requests must be printed and must carry all relevant signatures.
 - 4.2.3. Copies of each request in the number specified by the Chair are required. In the case of graduate courses, additional copies in the number specified by the Graduate Studies Committee are to be sent directly to the Graduate Studies Committee via its chair.
 - 4.2.4. Proposals for majors, programs, and courses which are presented and/or justified as either required and/or recommended by an appropriate accrediting organization and any changes in majors, programs, or courses so presented and/or justified, must be accompanied by a copy of the accrediting organization's requirements and/or recommendations.
 - 4.2.5. The President of CCSU, the Faculty Senate, or any other properly constituted agency of the University may submit a request to the Curriculum Committee. All such submissions must abide by the procedures listed in 4.2.1-4.2.4 above.
- 4.3. An agenda of items to be considered at any meeting shall be sent by the Curriculum Committee Chair to members of the Committee, Department Chairs, and appropriate administrative personnel not less than ten (10) days prior to the meeting.
- 4.4. Authorization of requests:
 - 4.4.1. Requests affecting only one Department shall carry (1) the approval of the Department, (2) evidence of review by the Department Chair, and (3) evidence of review by the Dean(s) of the School(s) affected.
 - 4.4.2. Requests from a School shall carry (1) the approval of the School's Dean, (2) evidence of review by all the Departments affected, and (3) evidence of review by the Dean of any other School affected.
 - 4.4.3. Requests affecting more than one Department, but which are not University-wide requests, shall carry (1) the approval of the properly constituted agency making the request, (2) evidence of review by all Departments and Programs affected, and (3) evidence of review by the Dean of any School affected.
 - 4.4.4. University-wide requests shall (1) carry the approval of the properly constituted agency making the

request, (2) carry evidence of review by the Deans of every School, and (3) be distributed to all Departments at least two months prior to the full committee meeting at which they are to be considered.

4.5. The Curriculum Committee may, by majority vote, make amendments to requests for curriculum changes which do not essentially affect the substance of the request (e.g., changes in wording, cycling pattern). However, any substantial changes may be made only with the concurrence of the representative(s) and/or spokesman of the Department(s) concerned, and lacking this consent, the request will be returned to the submitting agency.

4.6. Changes approved by the Curriculum Committee by its March meeting and by the Faculty Senate by its second meeting in March will normally appear in the next appropriate University Catalogue.

4.7. The Curriculum Committee shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.

4.8. The Curriculum Committee shall retain the unique prerogative of making recommendations to the faculty concerning additions and deletions of courses and programs.

4.9. Procedures for effecting minor changes:

4.9.1. Requests for a change in the designator, number, title, cycling pattern and/or description may be submitted to the appropriate Dean(s) for approval provided that the essential nature of the course is not changed. The Dean(s) shall consult with the Chair of the Curriculum Committee before approving any such request. A report of such actions shall be made to the Chair of the Curriculum Committee, who shall make reports of such changes to the Curriculum Committee at the next scheduled meeting. At such a meeting, objections can be brought forth.

4.9.2. The Graduate Studies Committee shall review all proposals, including non-substantial changes, concerning graduate programs and courses for graduate credit.

4.10. Authorization of courses not yet approved by the Curriculum Committee and/or the Faculty Senate: The Vice-President for Academic Affairs may authorize the offering of a not-yet-approved course for a single session, provided that time does not permit its approval before the schedule is fixed, and provided that an appropriate request (standard form) has been made to the Curriculum Committee.

4.11. Departments wishing to require a higher grade than passing as a prerequisite must request approval from the Curriculum Committee with a statement of justification for the request.

4.12. The Curriculum Committee shall make a written report to the Faculty Senate within ten (10) school days of the Curriculum Committee's action. Actions taken by the Curriculum Committee are not official until approved by the Faculty Senate and signed by the President.

5. Curriculum Committee Structure.

5.1. The work of the Curriculum Committee having increased to the level that efficient and judicious operation of the Committee is no longer possible in the Committee of the whole, the following subcommittee structure is established:

5.1.1. Standing subcommittees are established to review all undergraduate curriculum proposals from the Departments within each School. These subcommittees are: Arts and Sciences, Business, Education and Professional Studies, and Engineering and Technology.

5.1.2. Each subcommittee shall be composed of all members of the Curriculum Committee representing constituencies within that School, one representative at large from each of the other Schools appointed by the Curriculum Committee Chair, the Dean of the School, at most one student appointed by the Curriculum Committee Chair, and the Chair of the Curriculum Committee, ex-officio. Each subcommittee shall organize itself.

5.1.3. Each subcommittee shall review all proposals emanating from any of its constituencies and make recommendations, favorable or unfavorable, to the Curriculum Committee. Each subcommittee shall possess the power to recommend amendments, subject to the limitations on the Curriculum Committee itself. A proposal that is postponed in one subcommittee is postponed in all subcommittees, and is automatically re-considered in the next round of meetings.

5.1.4. Each subcommittee shall meet prior to all Curriculum Committee meetings where pertinent items appear on the agenda.

5.1.5. The minutes of each subcommittee shall be distributed by the Curriculum Committee Chair to members of the Curriculum Committee in advance of Curriculum Committee meetings.

5.2. The Graduate Studies Committee shall review all proposals concerning graduate programs and courses for graduate credit.

5.3. In order to assist in the refinement, development and implementation of the General Education Program, a permanent subcommittee called the General Education subcommittee shall be established.

5.3.1. The General Education subcommittee shall be appointed by the Curriculum Committee Chair and be composed of two representatives each from Study Area I and Study Area II; one representative from each of the four Skill Areas, Study Area III, and Study Area IV; one representative each from the Schools of Business, Education and Professional Studies, and Engineering and Technology; the coordinator of the International and Area Studies Committee (IASC); one student; the Dean of Arts and Sciences (or representative); and the Chair of the Curriculum Committee, ex-officio. As per 1.4 above, SGA may appoint at most one student to serve on the General Education subcommittee. It shall organize itself.

5.3.2. The subcommittee shall review all proposals placed before it and make recommendations, favorable or unfavorable, to the Curriculum Committee. It shall possess the power to recommend amendments, subject to the limitations on the Curriculum Committee.

5.3.3. The subcommittee shall receive and/or initiate recommendations to the Curriculum Committee concerning the implementations of the General Education Program including, but not limited to, the assignment of General Education Study/Skill Area credit for FYS courses, and the designation of "International" and "Literature" courses.

5.3.4. The subcommittee may establish such entities as committees or review boards that focus on specific aspects of the General Education Program. It may petition the Faculty Senate to establish a subcommittee of the Senate with preeminent or exclusive authority to submit requests for credit in some specific portion of the General Education Program.

5.3.5. The subcommittee shall meet prior to all Curriculum Committee meetings where pertinent items are on the agenda and at such other times as its Chair may request. Minutes of the General Education subcommittee shall be distributed by the Curriculum Committee Chair to members of the Curriculum Committee in advance of *Curriculum Committee meetings*.

6. Representative(s) from the initiating department, school, or other appropriate agency shall be requested to attend all subcommittee meetings concerned with their proposals as well as executive sessions of the Curriculum Committee.

Revised 04/2011