



## **COLLEGE-WIDE CURRICULUM COMMITTEE**

### **Statement on Policy and Procedures**

**Fall 1980**

**Spring 1986**

**Ratified with Amendments**

**Revised Spring 2015**

**Effective Fall 2016**

**CHARTER OF GOVERNANCE**  
**SECTION 10 CURRICULUM COMMITTEE**

A. Membership:

1. The membership of the Curriculum Committee shall be composed of one tenured or CCE representative from each academic department of the College, one (1) 13.3B HEO, and two (2) elected Student Senate representatives duly certified by the Vice President for Student Development and Enrollment Management
2. The representatives shall be elected by each Department from its Curriculum Committee and by the Division of Student Development and Enrollment Management, and their names submitted to the Committee on Committees for final approval.
3. The Vice President for Academic Affairs or his/her designee and the Registrar shall serve as ex-officio members.

B. Function:

The Curriculum Committee shall have the following duties:

1. To evaluate and recommend new courses in accordance with Board of Trustees guidelines.
2. To evaluate and recommend any modifications of current courses in the curriculum, including credits, hours, titles, course descriptions, language of instruction, prerequisites, co-requisites, etc.
3. To review and recommend approval of degree requirements and distribution requirements for existing departments.
4. To review and recommend approval of all Letters of Intent and final proposals for all degree and certificate programs.
5. To recommend to the College Senate the creation of subcommittees as the need arises, to cover such areas as skills across the curriculum, program review, etc.
6. To present to the College Senate, for its approval, any items voted upon and recommended by the committee.

C. Charges of the College-Wide Curriculum Committee:

1. To establish and maintain the standards and integrity of the College curricula.
2. To review existing curricula periodically and recommend changes where appropriate.
3. To encourage the development of new courses, concentrations, and programs consistent with the mission of the College by providing a College-wide forum for consideration of all new courses and program proposals.
4. To review all curriculum proposals for their conformity to the College mission and objectives of the Department.
5. To review and approve the final draft of the curricular offerings in the College Catalog.

6. To preserve the institutional history of the Committee by yearly submitting the minutes, records, and reports to the College Archives housed in the Library.
7. To make recommendations regarding all curriculum proposals, and to transmit all such recommendations to the Executive Committee of the College Senate and the College Senate at large.

#### **STATEMENT OF POLICY ON CURRICULUM DEVELOPMENT AND MODIFICATION**

1. The faculty of the college is responsible for the development, critical evaluation, and revision of curriculum.
2. The educational program of the college must be dynamic and flexible, but not, however, subject to erratic modification.
3. There must be continuous evaluation of present curricula and individual course offerings as well as the study of the development of new curricula.
4. The initiation of proposals for revision in existing curricula and development of new curricula may arise from any source after consultation with the chairperson(s) of the departments affected.
5. Active participation in the curriculum process is recognized as part of the professional responsibility of every faculty member.
6. The College-Wide Curriculum Committee will adhere to procedures established and voted upon by the Committee.

#### **CURRICULUM MODIFICATIONS ARE AS FOLLOWS:**

1. Course Number
2. Course Title
3. Course Description
4. Course Sequence
5. Consolidation of Courses
6. Level of Courses
7. Pre-or-co-requisites
8. Number of class hours or credits

#### **CURRICULUM MODIFICATION SHALL BE CATEGORIZED INTO TWO TYPES**

1. Major Curriculum Modification
  - A. Establishment of new degrees or curricula including certificate programs.
  - B. Major Changes other than new degrees or curricula.
  - C. New Courses.
2. Minor Curriculum Modification

#### **MAJOR CURRICULUM MODIFICATIONS ARE AS FOLLOWS:**

Major items shall be defined as all curriculum changes that involve the establishment of a new degree, curriculum, or the dropping of an existing degree or curriculum; these would include such items as:

1. The addition or elimination of programs, including certificate programs.
2. The addition or elimination of degrees.

3. Changes in generic degree requirements (e.g. changes in course distribution requirements for all A.A. students).
4. Change in programs of special interest to other colleges, such as changes in basic requirements for a particular degree, program of study or area of concentration.
5. Major changes would affect the educational objectives of the division or college.

**MINOR CURRICULUM MODIFICATIONS ARE AS FOLLOWS:**

1. Number
2. Course Title
3. Description
4. Sequence
5. Consolidation of Courses
6. Level of Courses
7. Pre-or-co-requisites
8. Number of class hours or credits

In addition, curriculum changes may be made in the following categories:

1. Required Courses
2. Pre-requisites
3. Changes in Hours and Credits

## CURRICULUM GUIDELINES

1. Any changes in curriculum, including, but not limited to, new courses, new programs, change in pre/co-requisites, changes in course description, changes in course titles, changes in hours, changes in credits, and adding/deleting courses to an existing program, **MUST** go through the governance process.
2. The curriculum item(s) is/are initiated in the departmental curriculum committee.
3. Once the curriculum item(s) is/are approved in the department, the department representative to the College-Wide Curriculum Committee sends the item(s) to the Office of Academic Affairs and the Chair of the College-Wide Curriculum Committee.
4. The Chair of the College-Wide Curriculum Committee, in consultation with the Office of Academic Affairs, sends the curriculum item(s) after review to the College-Wide Curriculum Committee for discussion and vote.
5. Once the College-Wide Curriculum Committee approves the item(s), the chair presents the items to the Executive Committee of the College Senate for placement on the agenda of the College Senate. If the item(s) is/are voted down, then the department representative takes the item(s) back to the department for revision based on discussion at the meeting of the College-Wide Curriculum Committee. The department representative must present the item(s) again to the members of the College-Wide Curriculum Committee for their vote.
6. Discussion and vote take place in the College Senate. If the College Senate approves the item(s), the chair of the College Senate sends the item(s) to the Office of Academic Affairs for inclusion in the Chancellor's Report. If the item(s) is/are voted down, then the chair of the College-Wide Curriculum Committee brings the item(s) back for revision based on discussion at the meeting of the College Senate. The chair of the College-Wide Curriculum Committee must present the item(s) again to the members of the College Senate for their vote.
7. Only curriculum items that are listed in the Chancellor's Report can be included in the College Catalog.
8. Courses that are presented from the Writing Intensive Task Force, the EdTech Committee, and the Service-Learning Committee are informational only and do not require a vote.

## PROCEDURES AT MEETINGS

1. The chair will e-mail the agenda and curriculum items to the members of the committee. The members will bring the items to the meeting. The chair of the College-Wide Curriculum Committee will **NOT** provide hard copy of the items that have been sent to the members prior to the meeting.
2. The chair will list the curricular items in the agenda in the order in which the Office of Academic Affairs submitted to the chair.
3. The chair will ask the department representative and/or faculty who developed the curriculum changes to present the curricular items.

### Faculty Presenting Curricular Items for a Vote

Faculty presenting curricular items from their departments for a vote should:

- a. illustrate the way the new course or revisions in course description or revision in pre/co-requisites or deletion of a course are in line with the department mission and goals/objectives
  - b. confine the presentation to the course description and rationale.
  - c. make the presentation for five minutes, the maximum time allocated for each curricular item on the agenda.
4. The chair will invite the committee members to ask the representative questions on the curricular items after the department representative has made the presentation.
  5. Once discussion is ended, the chair will make a motion to accept the curricular items. Any one of the committee members will second the motion.
  6. The chair will call for the vote.
  7. The voting will take place by secret ballot.
  8. A minimum of seven voting members must be in attendance for voting to take place.
  9. Once the votes are tabulated, the chair will announce the results and indicate that the motion has passed or failed.

The department can then elect to make changes recommended by the Committee and ask the department representative to present the revisions to the Committee.

## MOTIONS

### For items that arise from discussion

1. Everything is decided in terms of a motion
2. No motion = No discussion
3. (reports can be given, but no discussion of approving until a motion is made)
4. Motion = Question

#### Overview:

1. Member obtains the floor
2. Member makes the motion
3. Someone “seconds” the motion
4. Chair states the question
5. Members debate the motion
6. Chair puts the question to a vote
7. Members vote
8. Chair announces the result

#### Member Obtains the Floor

1. Member raises his/her hand
2. Member waits for chair to assign the floor
3. Make the Motion: “I move that...” or “I move to ...” or “I move...”

#### Someone else

- Seconds the motion:
- Another members says “I second the motion” or “Second”
- (A second is not necessary for routine motions which the chair knows that several (or all) members wish to consider)

#### Submit the Motion in Writing:

The chair can require the text of a main motion or an amendment (or instructions to a committee) to be submitted in writing

Chair States the Question: “It is moved (and seconded) that ... [repeats the motion]”

- a. If the wording is unclear or the motion is out of order, instead of stating the question, the chair suggests a proper motion
- b. Before the chair states the question, debate is not in order
- c. Before the chair states the question, another member can suggest modifying the motion or can briefly explain why the maker should withdraw the motion, but there can be no debate — either the maker consents or not.

- d. After the chair states the question, it is open for *DEBATE*.
- e. It is too late for the maker of the motion to modify or withdraw it, unless agreed to by the assembly.
- f. The chair recognizes the maker of the motion to speak first (if he or she wants to speak first).

#### Voting on the Question

After debate has ended, the chair puts the question to a vote:

“The question is on the adoption of the motion to ... [repeats the motion]”

#### Announcing the Result

The question is not decided until the chair states the result of the vote.

For a counted vote:

“There are *xx* in the affirmative and *yy* in the negative ... The affirmative has it and the motion is adopted ... (or The negative has it and the motion is lost)”

Taken and Adapted from Powerpoint  
presentation developed by Mr. Shmuel Gerber



## **ATTENDANCE AT MEETINGS**

1. If a member misses one meeting without a reasonable explanation sent in writing to the chair of the College-Wide Curriculum Committee, the chair will send an e-mail to the member reminding him/her of the attendance policy. A copy of the e-mail will be sent to the department chair.
2. If the member has a second unauthorized absence, the chair will send an e-mail to the department chair that the member is in danger of dismissal from the College-Wide Curriculum Committee. A copy to the e-mail will be sent to the member.
3. After the third unauthorized absence, the chair will send an e-mail to the member that he/she is dismissed from the committee. The department chair will receive a copy of the e-mail. The chair will send an e-mail to the department chair that the department has to hold an election as soon as possible to replace the member who was dismissed.
4. If a department representative is sick and unable to attend meetings for a semester, the department has to vote for a replacement for the department representative. The chair of the department has to inform the chair of the College-Wide Curriculum Committee in writing of the results of the vote and the name of the substitute representative.