II - APPENDIX - B

GUIDELINES FOR THE OPERATION OF THE CURRICULUM STANDARDS AND POLICIES COMMITTEE

(rev. 2005)

I. Name and Purpose of Organization

- A. This committee shall be known as the Coppin State University Curriculum Standards and Policies Committee (hereafter referred to as the Curriculum Committee).
- B. The purpose of the Curriculum Committee shall be to recommend to the Vice President for Academic Affairs
 - 1. Academic policies and programs in keeping with the philosophy and mission of the University and with the policies of the Board of Regents of the University System of Maryland;
 - 2. Policies, standards, and procedures for admission to the University, to special programs, and to majors;
 - 3. General and departmental standards for retention and for graduation;
 - 4. Operational definitions for letter grades; and
 - 5. Guidelines for all university-wide or out-of-class testing programs.

II. Meetings

- A. The Curriculum Committee shall hold regular monthly meetings throughout the academic year. During the regular September meeting officers shall be elected; subcommittees established; and the dates, times, and places of future meetings determined.
- B. Special meetings may be called by the Curriculum Committee Chair for good and sufficient reasons or upon the petition of 50% of the members.

III. Membership of the Curriculum Committee

- A. Faculty Membership
 - 1. The faculty of each academic department shall elect one representative from its faculty to serve on the Curriculum Committee.
 - 2. The faculty of each academic department shall elect an alternate representative to attend meetings when the representative cannot attend.
- B. Administrative membership shall include the following voting members:

- 1. Academic School Deans
- 2. The Registrar
- 3. Associate Vice President for Planning and Accreditation
- 4. Dean of the Honors College
- C. Administrative membership shall include the following non-voting members:
 - 1. Provost and Vice-President for Academic Affairs (VPAA)
 - 2. Director of Academic Advisement
 - 3. Director of the Library
 - 4. Director of Academic Resource Center
 - 5. Director of Admissions

D. Student Membership

- 1. There shall be one student representative and one alternate. Student representatives shall be selected by the Student Senate.
- 2. Student representatives on the Curriculum Committee must be in good academic standing and enrolled during their term of service.

E. Tenure of Membership

- 1. The term of membership for student representatives is one year.
- 2. The term of membership for faculty members is two years. Faculty members are eligible for additional terms as determined by their respective departments.
- 3. Any Curriculum Committee faculty member who is absent from or late to three committee meetings within an academic year can no longer serve on the Committee. Attendance will be taken five minutes after the scheduled beginning time of each meeting. Once a faculty member reaches the maximum number of absences or lateness, the Curriculum Committee Chair shall notify the appropriate Department Chair to hold an election for a replacement representative.

When an administrator misses more than two meetings the Committee Chair will notify the VPAA and request appropriate action.

Exempted from this policy would be any member who, prior to the meeting, advises the Chair of a legitimate need to be absent (i.e., a pressing professional commitment, a duty on behalf of the University, or a personal emergency). The member shall also advise the Curriculum Chair of the alternate who is to attend the particular meeting.

- 4. The faculty of the respective departments will designate replacements to finish unexpired terms of their faculty representatives who can no longer serve on the committee.
- 5. The Curriculum Committee secretary will post an attendance report by the second Friday following each meeting.

IV. Quorum

The quorum for each meeting shall consist of 50% of the voting membership of which 50% must be faculty. The number of voting faculty members and administrators shall be announced each academic year during the first meeting of the Curriculum Committee.

V. Officers of Curriculum Committee

- A. The Chair
- B. The Vice Chair
- C. The Parliamentarian
- D. The Secretary

VI. Duties of Officers

- A. The Chair, who is to be a faculty member elected from among the membership of the Curriculum Committee, shall
 - 1. Preside over all regular and special meetings of the Curriculum Committee;
 - 2. Prepare, in conjunction with the Agenda Committee, the agenda for distribution to the Committee members at least one week prior to each regular monthly meeting;
 - Shall vote in the event of a tie vote;
 - 4. Determine the membership of all sub-committees;

- 5. Transmit all actions of the Curriculum Committee to the VPAA for review and approval or disapproval;
- 6. Appoint Chairs of the standing subcommittees;
- 7. Preside for a term of two years and is eligible to be re-elected for subsequent terms.
- B. The Vice Chair, who is to be a faculty member elected from among the membership of the Curriculum Committee, shall
 - 1. Conduct the meetings of the Curriculum Committee in the absence of the Chair;
 - 2. Have all the prerogatives and responsibilities of the Chair when acting as the Chair;
 - 3. Have regular voting privileges;
 - 4. Serve for a term of two years.
- C. The Parliamentarian, who is to be elected by the voting members, shall
 - 1. Have a copy of *Robert's Rules of Order* present at each meeting and use it to arbitrate all procedural and governmental questions that arise;
 - 2. Make the final decision on all parliamentary questions;
 - 3. Be a voting member of the committee.
- D. The Secretary, who is to be a staff person associated with the office of the VPAA, shall
 - 1. Record all motions (including names of motion makers and seconders), all votes (including abstentions), and all decisions;
 - 2. Maintain a written record of all data considered by the Curriculum Committee in support of its decisions;
 - 3. Submit in writing to the Chair all action of the Curriculum Committee;
 - 4. Distribute minutes to all members of the Curriculum Committee at least one week before each regular meeting.

E. <u>Elections</u>

Officers shall be elected at the first meeting of the academic and are eligible for re-election for multiple terms.

VII. <u>Subcommittees</u>

- A. The Curriculum Committee shall have the following standing subcommittees
 - 1. The Agenda Subcommittee
 - 2. The Standards and Operations Subcommittee
 - 3. The General Education Review Committee
- B. The Agenda Subcommittee shall
 - 1. Include the officers of the Curriculum Committee and two additional committee faculty members to be appointed by the Chair;
 - 2. Prepare the agenda; and
 - 3. Review proposals for compliance before each regular meeting of the Curriculum Committee.
- C. The Standards and-Operations Subcommittee shall recommend to the Curriculum Committee
 - 1. Criteria and procedures for the general operation of the Curriculum Committee;
 - 2. Standards for all university-wide academic programs, including any alternate systems for granting credit;
 - 3. Guidelines for the operation of the university-wide programs of academic support; and
 - 4. Acceptance or rejection of transfer credits in cases where the University has no comparable course(s).
- D. The General Education Review (GER) Committee shall
 - 1. Provide an annual review of the standing GER requirements;
 - 2. Review all proposals requesting GER status;
 - 3. Make recommendations for acceptance or rejection of new GER requirements;

E. Ad-hoc subcommittees of the Curriculum Committee may be designated as needs arise.

VIII. Amendments

- A. Any member of the Curriculum Committee may propose policy changes or amendments to the Standards and Operations Subcommittee.
- B. Policy Changes or amendments shall be submitted to the Office of VPAA at least two weeks prior to the monthly meeting.
- C. A two-thirds vote of the full membership shall be necessary for the adoption of policy changes or amendments.

IX. <u>Proposal Submission and Approval Procedures</u>

- A. Any proposal submitted to the Curriculum Committee must first be approved according to unit/school policy and must include approval by the appropriate Department Chair, Director, if appropriate, and School Dean from which the proposal emanates. Interdisciplinary proposals must carry signatures of approval from all participating departments, units and/or schools.
- B. The official approval sheet shall be used as the cover for all proposals.
- C. All proposals must be submitted to the Office of the VPAA no later than fourteen days before the scheduled meeting. Materials submitted after the deadline will be accepted for consideration at the next monthly meeting.
- D. Proposals found to be incomplete or deficient in form, will be returned to the presenter(s).
- E. One full semester must elapse between the semester in which a proposal is approved and the semester of implementation. Any exception to this rule must be approved by a quorum vote.