**College of Education**

**Curriculum Committee**

**BYLAWS**

The committee shall consist of the following members:

1. Two faculty representatives from each department, one of whom is the chair of the department curriculum committee and the other who is elected at large by the members of that department. In addition, all elected members must be tenure track faculty.
2. Two student members, one undergraduate and one graduate, representing the College of Education, recommended and approved by the members of the committee.
3. Department heads from each department within the College of Education, the Director of Student Teaching, and the Director of Performance Assessment.
4. Dean and Assistant Dean of the College of Education (ex-officio-non voting members)

SECTION 1. –Meetings

* 1. Six voting members of the Curriculum Committee shall constitute a quorum.
  2. Meetings will be called at the discretion of the chairperson. Meetings will be open to all members of the faculty who have the right to speak on any item on the agenda.
  3. Minutes of all meetings will be recorded by the secretary and posted on the College of Education website.
  4. Proposals, recommendations, and suggestions demanding committee decision must be submitted to committee members at least three working days in advance of the meeting. Proposals not meeting the deadline may be discussed but no decision may be rendered. Exceptions to the Rule must be approved by 2/3 vote of the committee.

SECTION 2. –Terms in Office

2.1 Voting members (except department heads) from each department will be elected in alternate years and will serve two-year terms. Terms in office terminated by leaves of absence, illness, etc., shall be filled within one month by a special election within the appropriate department.

2.2 The Dean shall serve as liaison to the Council for Teacher Education Committee, the Academic, Graduate, and Administrative Councils.

SECTION 3. –Officers

3.1 A chairperson shall be appointed by the Dean of the College of Education for no more than 2 consecutive terms.

3.2 A secretary shall be provided by the Dean of the College of Education.

SECTION 4. –Duties of Officers

The Chairperson.

* 1. Shall preside at all meetings.
  2. Shall set the time and place of meetings.
  3. Shall prepare the agenda for meeting with the assistance of the committee and secretary.
  4. Shall appoint members to subcommittees.
  5. Shall arrange for the periodic reports to be made to the Council for Teacher Education.
  6. Shall assist the secretary in the preparation of the minutes of all committee meetings.
  7. Shall cast a tie-breaking vote.

The Secretary.

* 1. Shall prepare minutes of all meetings and shall distribute them to all faculty members of the College of Education.

SECTION 5. –Functions of the Committee

The curriculum committee will consider proposals submitted by the College of Education, department, or individual faculty members. The functions of the committee are:

5.1 To consider and approve proposed changes related to curriculum and instruction at the graduate and undergraduate levels.

5.2 To evaluate and approve changes to existing programs or other related issues.

SECTION 6. –Amendments

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

Approved by the Curriculum Committee:

November 2, 1979

Amended September 6, 1984

Amended December 7, 1988

Amended March 8, 1989

Amended September 12, 1994

Amended September 12, 2000

Amended November 4, 2013

Amended September 12, 2016