

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, a representative from the Office of Teacher Clinical Practice and Residency, and a representative from the College of Education Office of Performance Assessment.
4. Dean or a representative from the office of the Dean of the College of Education (ex-officio-non voting member).

SECTION 1. –Meetings

- 1.1 Six voting members of the Curriculum Committee shall constitute a quorum.
- 1.2 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.
- 1.3 Minutes of all meetings will be recorded by the secretary and posted on the College of Education website.
- 1.4 Proposals, recommendations, and suggestions requiring 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 or send a representative from the College of Education Curriculum Committee 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.

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

SECTION 4. –Duties of Officers

The Chairperson.

- 4.1 Shall preside at all meetings.
- 4.2 Shall set the time and place of meetings.
- 4.3 Shall prepare the agenda for meeting with the assistance of the committee and secretary.
- 4.4 Shall appoint members to subcommittees.
- 4.5 Shall arrange for the periodic reports to be made to the Council for Teacher Education.
- 4.6 Shall assist the secretary in the preparation of the minutes of all committee meetings.
- 4.7 Shall cast a tie-breaking vote.

The Secretary.

- 4.8 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
 Amended March 2, 2020