

**College of Education and Applied Human Sciences
Curriculum Committee**

BYLAWS

2024-2025

I. Name

The name of this body is the College of Education and Applied Human Sciences Curriculum Committee.

II. Purpose

- A. To review all curriculum proposals submitted by the College of Education and Applied Human Sciences departments relative to the curriculum of the College and forward approved proposals to the appropriate subsequent curriculum committee.
- B. To make recommendations to the appropriate subsequent curriculum committee regarding academic programs pertaining to programs within the College of Education and Applied Human Sciences.

III. Membership

A. Composition of Membership

Membership: The Associate Dean or Dean's representative (ex officio*); two representatives from each department that includes undergraduate/graduate representation as relevant; and one alternate from each department.

*Ex officio members on this committee are members by virtue of their representation and do not vote.

B. Qualifications, Selection and Term of Membership of Elective Membership

1. Membership

All members must hold faculty rank (Assistant, Associate, Full Professor).

2. Term of Office

All non-ex officio members' duration of membership is two academic years beginning in the fall semester.

3. Membership, including alternates, is decided at the department level either by appointment or election.

IV. Committee Leadership

- A. Chair: The Associate Dean or Dean's representative (ex officio) presides at all meetings of the committee. The chair shall be responsible for the agenda; shall create ad hoc committees and appoint members thereto, as needed, with consent of the committee.

- B. Vice-Chair: shall be elected yearly from membership to serve in the Chair's absence.
- C. Recorder: shall be appointed by the Dean's Office and is responsible for keeping the minutes of the Committee, assembling the agenda, and notifying the membership of all meetings.

V. Meetings

- A. Meetings shall be scheduled regularly during the fall and spring semesters to align with the University curriculum calendar. Agenda items must be submitted to the Chair and the Recorder by departments according to the schedule established by the Dean's office.
- B. Additional meetings, including electronic votes, may be called by the Chair as needed.
- C. Visitors: Meetings are open to anyone wishing to attend; involvement of non-members in discussion is permitted, at the discretion of the Chair. Program coordinators are encouraged to attend as visitors to present curriculum to the committee.
- D. Quorum: A quorum shall consist of a majority (50% + 1) of voting members of the Curriculum Committee. A quorum must be sustained during the entire meeting. If not, meeting will be adjourned at that point.
- E. Alternates: If a representative is unable to attend a meeting, he or she should ask the alternate from their department to attend in the member's place; in this case, the invited member (alternate) has full voting rights. The member should provide the alternate with agenda materials. Members are expected to notify the Chair and Recorder when they have asked alternates to attend in their places.
- F. Voting Requirements: An affirmative vote of majority (50% + 1) of the Committee in attendance is required for passage of motions.
- G. Parliamentary Authority: *Robert's Rule of Order* shall be the parliamentary authority of the Curriculum Committee.

VI. Amendments to Bylaws

A review of the bylaws should occur annually. A majority vote (50% + 1) in attendance is required to amend the bylaws.