

# **POLICIES AND PROCEDURES FOR THE CURRICULUM COMMITTEE**

## **COLLEGE OF SCIENCE EASTERN KENTUCKY UNIVERSITY**

### **A. MISSION STATEMENT**

The mission of the curriculum committee is to ensure high quality classroom and learning experience for EKU students by systematically and routinely evaluating course proposals, degree programs, proposed degree requirements for graduation and certification, and by ensuring effective and efficient use of instructional resources relating to curricula.

### **B. STRUCTURE OF THE COMMITTEE**

1. The following policies and procedures for the College of Science (COS) Curriculum Committee are designed to ensure two goals: (a) that all departments in the college are represented and (b) that all departments, meaning all faculty members, can be made aware of curriculum changes occurring within the college. The ensured exchange of curricular information allows the faculty members of each department to see the effect of proposed curriculum changes on their respective programs and to better understand the breadth and complexity of academic programs offered by the College of Science.
2. The COS Curriculum Committee shall consist of eight members comprised of the Associate Dean of the College of Science, six departmental faculty representatives, one from each college department, and the administrative assistant of the Associate Dean.
3. The Associate Dean of the College of Science shall chair the committee as a non-voting member.
4. The administrative assistant of the Associate Dean will be a non-voting member and shall serve as the recorder for this committee.
5. Only full-time tenure-track (tenured and probationary) faculty are eligible to serve as departmental representatives on the committee. Department chairs are eligible to serve on this committee. A faculty member may only serve on one standing college committee at a time. Because of the nature of the responsibilities of this committee, departments are encouraged to nominate individuals with interest in, or experience with, curriculum matters.
6. Each department shall designate a member of the COS Curriculum Committee, and an alternate, in accordance with the department's policies and procedures.
7. Initially, to establish a rotational pattern, the departmental representatives will serve either a one-year term (Department of Geosciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy) or a two-year term (Department of Biological

Sciences, Department of Chemistry, and Department of Computer Science). Thereafter, each representative will serve a two-year term. Should a member of the committee resign or need to be replaced for non-attendance, reappointment will be made by the department to fill the unfinished term.

8. Each department chair shall submit the names of the department's designated member and alternate to the office of the Dean by **August 21** of the academic year for which they will serve.
9. A working committee shall consist of a simple majority of the voting members.
10. It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the committee within 14 calendar days of the meeting.
11. It is the responsibility of members to contact the committee chair and their alternate in the event that they will not be able to attend a regular or special meeting. In the absence of a regular voting member of the committee, his/her department's alternate shall serve as a voting member. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by the department according to how the seat on the committee was originally filled. The committee chair will report to the dean when a seat is declared vacant or when a member resigns from the committee.
12. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which university administrative offices are open.
13. Proposed changes to these guidelines must be approved by the COS Curriculum Committee by a majority vote prior to the beginning of the academic year in which they are to take effect.

### C. RESPONSIBILITIES OF THE COMMITTEE

1. The function of the Curriculum Committee will be to:
  - A. Receive, review, and act upon changes in undergraduate and graduate degree programs.
  - B. Review and maintain academic standards for the college.
  - C. Review and coordinate curriculum and degree requirement proposals from other colleges that might affect programs in the College of Science.
  - D. Review and address other matters on curriculum referred to the committee by the Dean of the College of Science.
  - E. Establish procedures and regularly review processes for dealing with curricular matters at the departmental and college levels.

2. The committee should meet at least once each month from September through April, or as necessary to conduct the business of the college. Additional meetings may be called by the chair or by a simple majority of the committee.
3. The committee chair, in consultation with the dean, shall be responsible for final approval of curriculum proposals that will be presented to the appropriate university committees.

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Adopted: August 2016