College Curriculum Committee (CCC) Policies and Procedures
(approved by College Faculty on October 21, 2014)

This policy shall be effective starting the semester following its ratification by the College Faculty.

Membership

1) The CCC will be composed of a faculty representative (tenured or tenure-track faculty, professors of practice and research professors) from each constituent department (currently 9) who will serve three-year terms as voting members.

2) When first implemented, the Dean shall randomly select one third of departments to select a member for one-year terms, another third for two-year terms, and the final third for three-year terms. Subsequently, all voting members shall serve three-year terms.

3) Departmental representatives are to be named or elected according to procedures and policies determined by each department. Each department should also name or elect an alternate representative who can stand in for the primary representative when necessary.

4) Members who have served two full three-year terms are not eligible for immediate re-election.

5) The chair of the CCC will be selected by the voting members at the beginning of each academic year. Only members who will be in the third year of their term are eligible for election to chair, unless they are serving a second consecutive term.

6) The Associate Dean of the College shall serve as a non-voting, ex officio member of the CCC. The role of Associate Dean will be to serve as a liaison between the CCC and the Dean, provide advice and reasonable assistance requested by the voting members, and ensure that departments respond in a timely manner to requests for more information from the CCC, the Academic Affairs Committee (AAC), Graduate Council, the Registrar, and other relevant entities.

7) The college representative to the AAC shall serve as a non-voting, ex officio member of the CCC. However, if the college representative to the AAC also happens to be a duly elected departmental representative to the CCC, then she/he will retain all the same voting rights and privileges as any other departmental representative.

Meetings

1) The CCC shall hold at least two regularly scheduled face-to-face meetings each semester. The date, time, length and frequency of these meetings shall be determined as soon as possible at the start of each semester.

2) Meetings may need to be held more frequently in the early fall so that all changes submitted by the CCC’s submission deadline can be forwarded to the AAC by its submission deadline.

3) A quorum shall consist of a minimum of 2/3 of the voting members (currently six).

4) If the primary representative cannot attend a scheduled meeting, that representative is responsible for arranging for the alternate representative of their department to attend.

5) No action will be taken on any curricular changes by a department during any particular meeting unless that department’s representative or alternate is present.
Committee Charge

The Committee acts on all matters pertaining to curriculum, such as course changes, new courses and changes in degree requirements. Minutes of committee meetings will be recorded and made available to the college faculty as soon as possible after each meeting. Likewise the agenda of each meeting will be made available to the college faculty at least one week in advance of each meeting.

In particular, the committee is charged with the following not necessarily all-inclusive list of tasks:

1) Reviewing and suggesting edits to submitted curriculum documents, including syllabi, for adherence to the requirements of subsequent review committees.

2) Striving to ensure that all parties outside of the department (in CSM and university-wide) that might be affected by a given curricular change have been consulted.

3) Ensuring that adequate discussion of potential overlap with existing courses has occurred.

4) Ensuring that consistency of the proposed course material with the level and number of credits proposed has been adequately addressed by the submitting departments.

5) Ensuring that departments have adequately addressed the impacts of the proposed changes on their degree programs, including impacts on program assessment.

6) Ensuring that departments have adequately addressed the financial impacts of proposed changes.

Submission of Curricular Change Proposals by Departments

All curricular changes coming from departments must be submitted to the CCC via the relevant departmental representative. That representative is responsible for checking the documents prior to transmitting them to the committee as a whole. Curricular changes should not be submitted to and will not be accepted by the Dean’s Office.