Bylaws of the Curriculum Committee

College of Liberal Arts and Sciences

Grand Valley State University

April 2024

ARTICLE I-FUNCTION

Section 1.1 The CLAS Curriculum Committee will:

1. review and recommend to the Dean on all curricular matters, including but not limited to proposals for new courses or programs, course and program changes, program requirements, and general education courses.
2. review whether proposals have adequately identified and dealt with potential overlap with, or effect on, other disciplines, units, or colleges. The Dean’s office will be charged with facilitating communication and coordination among affected disciplines, units, and colleges.
3. develop its own bylaws, consistent with university policy and final approval by the Dean.

ARTICLE II-COMMITTEE MEMBERSHIP

Section 2.1 Curriculum Committee members will be elected at-large from the CLAS faculty as a whole.

Section 2.2 The committee will have twelve elected members; an additional member may be appointed by the CLAS Faculty Council to assure diverse gender and minority representation.

Section 2.3 The Dean or a designated representative of the Dean will sit with the committee as a non-voting, ex officio member.

Section 2.4 All committee members must be tenure-line faculty. Assistant and associate deans may not serve as voting members of the committee.

Section 2.5 There may be no more than two elected committee member from any one unit in CLAS.

Section 2.6 The terms of committee members will be staggered, with approximately one third of the committee being elected each year.

Section 2.7 The committee will elect its own chair from among the committee members.

Section 2.8 Before January 31of the academic year, sitting committee members will meet to elect a chair for the following academic year. The chair-elect will then act as chair pro temp after the election when the chair is unable to perform the duties of the office (absences).

Section 2.9 These bylaws may be amended by the committee. Any amendments must be approved by the CLAS Faculty Council.

 ARTICLE III-SUBMISSIONS AND SUBMISSION DEADLINES

Section 3.1 Rules of submission, including deadlines, are determined by UCC and are posted on the Faculty Governance website.

ARTICLE IV-PROCEDURES FOR COMMITTEE ACTION

Section 4.1 Quorum Structure:

1. The committee meeting begins when a quorum (two-thirds) is present.
2. Actions are approved by a simple majority; a tie defeats the proposal.
3. Comments from absent members are welcome but no proxy votes are accepted.
4. In the case of a recusal, the recused member does not count toward the quorum.

Section 4.2 Recusal: If a proposal is submitted from a committee member’s unit, that committee member may recuse themselves from voting on the proposal.

Section 4.3 Committee Actions: The committee will take one of the following actions when proposals are reviewed:

1. Approved
2. Approved pending changes\*
3. Not Approved
4. Tabled

\* Final approval of revised proposals can be enacted by the chair alone, or the committee.

Section 4.4 For complex submissions such as new programs or large program change requests, which are typically submitted with accompanying course change proposals, the New Program Proposal or Program Change Request is reviewed first and then tabled. Final action is taken on the New Program Proposal or Program Change Request after the accompanying courses and documents are reviewed.

Section 4.5 Summarized minutes of all meetings will be kept on file in the office of the CLAS Associate Dean of Students and Curriculum.

Section 4.6 A memo conveying any action taken and required changes will be sent to the appropriate Unit Head and proposal author after review is complete. A copy of the memo is kept on file in the office of the Associate Dean of Students and Curriculum.

Section 4.7 The meeting agenda and log will be posted on the CLAS Blackboard site so that faculty can check on the status of curriculum proposals.

Section 4.8 Meetings will be open to faculty who wish to be present during the discussion of their proposals. The committee meets Fridays 2 PM – 4 PM (currently MAK B2-226). Faculty members may also be invited to the meeting by the CCC to answer questions and clarify issues concerning their proposals.

Section 4.9 Proposals submitted to the committee will be available for review by committee members prior to the meeting in which the proposals will be reviewed. Reviewers will send comments to the chair for distribution to the committee.

Approved by the CLAS Faculty Council: January 2023

Approved by the CLAS Curriculum Committee: January 2023

Approved by the CLAS Curriculum Committee: September 2009

Approved, with modifications, by the CLAS Faculty Council: August 2006

Affirmed by the CLAS Curriculum Committee: January 2007

Approved by the CLAS Faculty Council: April 2024