

Bylaws of the Brooks College Curriculum Committee

ARTICLE I-FUNCTION

Section 1.1 The Brooks 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, IDS courses, 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 Brooks faculty as a whole.

Section 2.2 The committee will have five elected members; an additional member may be appointed by the Brooks 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. Unit heads may not serve on the committee.

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

Section 2.6 Committee terms shall be for three years. The terms 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 After the election of new committee members each winter semester, and before the end of the semester, the committee will meet to elect a chair. Continuing members of the committee and newly-elected members are eligible to vote in the chair election.

Section 2.9 These bylaws may be amended by the committee. Any amendments must be approved by the Brooks 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. Votes may be conducted via e-mail or Google docs if business is urgent and all members agree to conduct vote in this manner.
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 him/ herself 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
5. Supported
6. Not Supported

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

Section 4.4 Summarized minutes of all meetings will be kept on file in the office of the Brooks Associate Dean of Students and Curriculum.

Section 4.5

A memo conveying any action taken and required changes will be sent via SAIL 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 4.6

Faculty members may be invited to the meeting by the BCC to answer questions and clarify issues concerning their proposals.

Section 4.7

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 may submit comments via Google Docs to the chair for distribution to the committee.

Approved by the Brooks College Faculty Council March 30, 2017