

COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES

EASTERN KENTUCKY UNIVERSITY

GUIDELINES FOR THE CURRICULUM COMMITTEE

I. MISSION STATEMENT

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

II. STRUCTURE OF THE COMMITTEE

The following guidelines for the College of Letters, Arts, & Social Sciences (CLASS) Curriculum Committee ensure that (a) all departments in the College are represented and (b) all departments, meaning all faculty members, are informed of curriculum changes occurring within the College.

See the CLASS Constitution (class.eku.edu) for guidelines about membership on standing committees.

- A. The CLASS Curriculum Committee shall consist of the Associate Dean, one departmental faculty representative from each College department, one representative from Interdisciplinary Programs, and the administrative assistant of the Associate Dean.
- B. The Associate Dean shall chair the committee as an ex-officio, non-voting member.
- C. The administrative assistant of the Associate Dean shall be an ex-officio, non-voting member and shall serve as the recorder for this committee.
- D. Only full-time, tenured or tenure-track faculty are eligible to serve on the CLASS Curriculum Committee.
- E. Each department chair shall submit the names of the department's designated member and alternate to the office of the Associate Dean within three (3) days of the University fall Convocation of the academic year for which they will serve. The representative for Interdisciplinary Programs shall be appointed by the Associate Dean.
- F. A quorum shall consist of a simple majority of the voting members.
- G. 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 fourteen (14) calendar days of the meeting.

- H. 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 (3) consecutive meetings without cause, the seat will be declared vacant and filled by the department's alternate for the remainder of the academic year.
- I. Proposed changes to these guidelines must be approved by the CLASS Curriculum Committee by a majority vote prior to the beginning of the academic year in which they are to take effect.

III. RESPONSIBILITIES OF THE COMMITTEE

- A. The function of the Curriculum Committee will be to
 - 1. Receive, review, and act upon changes in undergraduate and graduate degree programs
 - 2. Review and maintain academic standards for the College
 - 3. Review and coordinate curriculum and degree requirement proposals from other Colleges that might affect programs in the College of Letters, Arts, & Social Sciences
 - 4. Review and address other matters on curriculum referred to the committee by the Dean of the College of Letters, Arts, and Social Sciences
 - 5. Establish procedures and regularly review processes for dealing with curricular matters at the departmental and College levels
- B. The committee should meet monthly from August 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.
- C. 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.

Approved: **August 31, 2016**