

Bylaws of the College of Liberal Arts and Sciences Curriculum Committee Eastern Illinois University

The College of Liberal Arts and Sciences Curriculum Committee was established November 13, 2018.

ARTICLE I

Name

The name of this organization shall be the College of Liberal Arts and Sciences Curriculum Committee (CLASCC) of Eastern Illinois University.

ARTICLE II

Purpose

The Committee shall consider and act on proposals regarding courses and programs, as well as other matters of academic policy, concerning the College of Liberal Arts and Sciences.

A. The Committee may serve as an advisory committee to the Dean of the College of Liberal Arts and Sciences.

B. The Committee may act on or suggest proposals with regard to:

1. Policies and procedures governing the curricula for all undergraduate and graduate programs and degrees offered in the college.
2. The addition, modification, or deletion of undergraduate and graduate courses in the College.
3. The addition, modification, or deletion of undergraduate and graduate degree programs in the College.
4. Concerns and policies surrounding interdisciplinary curricula affecting one or more departments in the College.
5. Recommendations for the establishment or abolition of departments or divisions within the College.
6. Recommendations from the Council on Academic Affairs, Council on Teacher Education, or Council of Graduate Studies concerning academic policies and procedures, or general education.
7. Other items which are determined by the Committee to be integrally related to the curriculum of the College of Liberal Arts and Sciences.

ARTICLE III

Members

A. The Committee shall consist of the following:

1. One tenured/tenure track voting member from each department or degree-granting unit in the College. Each department or degree-granting unit shall decide the method of selecting its representative.
2. The Dean of the College, any Associate Deans, any Assistant Deans, and the Certification Officer of the College will attend as needed. These persons are non-voting *ex officio* members.
3. Four student, voting representatives appointed for one-year terms. Each department Chairperson in the College may submit the name of one student to the Chair of the committee, who with the Vice-Chair and in consultation with the Dean of the College will make the final selection from among the students proposed. Two students shall be from the Arts and Humanities departments and two students shall be from the Sciences departments.

B. Terms of Service

1. Each tenured/tenure track voting member's term will be for two years. When possible, the starting year for voting members will be staggered to allow membership continuity from year to year.
2. Eligibility for membership will be limited to tenured/tenure track members of the departments of the College of Liberal Arts and Sciences and to tenured/tenure track faculty that hold a majority (greater than 50%) appointment in the College of Liberal Arts and Sciences. Those not eligible are: Dean, Associate Deans, Assistant Deans, and faculty scheduled to be absent during the term of service.

ARTICLE IV

Officers

A. Officers

1. At a meeting during the fall semester, a Vice-Chair is elected from among those faculty members in their first year. The Vice-Chair serves a one-year term as Vice-Chair beginning in the fall semester and succeeds to the Chair the following year. If for any reason the previous year's Vice-Chair cannot serve as Chair, a Chair will also be elected at the first committee meeting of the fall semester.
2. The Chair shall (1) call meetings of the Committee; (2) arrange meetings with representatives of other curriculum committees; (3) preside at the meetings of the Committee; (4) forward all proposals to the appropriate councils; (5) assist in the training of the Vice-Chair for future

responsibilities as Chair; (6) consult with persons desiring to bring proposals before the Committee.

3. The Vice-Chair shall (1) serve in the absence of the Chair; (2) assist the Chair in conducting the business of the Committee; (3) serve as election coordinator.

B. Secretary

The office of the Dean of the College of Liberal Arts and Sciences provides the necessary clerical support for the Committee, including a recording secretary.

C. Executive Officer

The Dean of the College, or the Dean's Designate (e.g. an Associate Dean of the College), is defined as the Executive Officer. This person will serve as liaison to student representatives.

ARTICLE V

Meetings

A. The Committee shall meet as needed. All meetings shall adhere to the provisions of the Illinois Open Meeting Act. An agenda shall be distributed at least three days prior to each such meeting. The Committee Chair and the Associate Deans of the College of Liberal Arts and Sciences shall work together in planning these faculty meetings.

B. Electronic meetings may be held when all items on the agenda are non-controversial. Any member may deem an item controversial within two working days of the distribution of the text of the item to the members of the Committee.

ARTICLE VI

Procedures

A. All proposals submitted to the Curriculum Committee shall be complete and follow the format approved by COTE, CAA, and/or CGS.

1. Departmental proposals:

a. Departmental course proposals must first be approved by the department(s) offering the proposed course.

b. In the case of proposals for new courses, department Chairpersons shall consult with their CLASCC representative on matters of proposal format and style.

c. Department Chairpersons (or Chairperson-designated representative) shall forward all proposals to the CLASCC Chair.

2. Other proposals:

Persons desiring to bring proposals, other than course proposals, before the Committee shall consult with the CLASCC Chair for the purpose of defining the format appropriate to the proposal, and the points to be addressed in the written document.

B. A quorum shall consist of one more than half of the voting members.

C. Agenda

1. Proposals shall be added to the agenda for consideration in the order in which they are received by the Committee Chair (except in unusual circumstances).

2. The agenda for each meeting of the Committee must be released by department Chairpersons to all faculty members of their respective departments prior to each meeting. Representatives of departments whose proposals are being considered will be present at the meeting to discuss the need for the proposal and to offer information concerning such matters as course content, catalog description, instructor, level at which a course is to be taught, and other pertinent issues.

3. If, in the opinion of the Committee, a proposal directly affects a part of the University other than the College of Liberal Arts and Sciences, the CLASCC Chair may request a joint meeting of the representatives of the curriculum committee(s) involved or other procedures to ensure consultation.

4. Proposals shall be discussed at the next regular meeting after notice to the College faculty by distribution of the agenda, or at a subsequent meeting if the agenda is unusually lengthy.

D. Voting

1. A motion to approve shall be entertained, and if seconded, voting will take place immediately unless the Committee Chair rules that the proposal would benefit from having a joint meeting with another curriculum committee or if the proposal is controversial.

2. A delay must be granted if a joint meeting with another curriculum committee is requested or if, in the opinion of the CLASCC, further time is needed to permit adequate consideration of controversial matters. In the event of such a ruling, the minutes shall note that a joint meeting has been requested or a controversial proposal has been discussed and that the motion to approve has been accepted. A vote on a controversial proposal shall take place no sooner than one week after distribution of the minutes noting the controversy.

3. The Committee shall record all its votes by roll call ballot with the exception of matters which can be settled by common consent.

4. The roll call shall be alphabetical. With each subsequent vote, the first voter shall be the person who voted second on the previous roll call. The only votes that may be cast are: yes, no, and abstain.

5. All actions taken by the Committee require a majority vote. A majority vote means more than half the votes cast, excluding abstentions.

6. After approval, a proposal shall be sent immediately to the next appropriate level by the Committee Chair.

7. If a proposal is defeated, then the department may request a written statement from the Committee Chair of reasons for rejection. Such requests must be received no later than two weeks after the proposal was rejected. The requests must be acted upon at the first regularly scheduled meeting after its receipt.

8. If the Committee requires major changes in a proposal, then the proposal is returned to the proposing department for revision. If the Committee requires only minor changes, and those changes are acceptable to the department concerned, then the proposal is returned to the originator. After making the minor changes, the department need only send the proposal to the Committee Chair.

9. If a proposal has been submitted to the Committee and no action is reported after a reasonable time, or it is believed that improper procedures and/or actions have been taken, then the proposing agency may appeal to the Vice-President for Academic Affairs for assistance.

E. Executive Actions

1. The Executive Officer may make decisions upon request from the department Chairperson concerning minor curricular and program changes (changes in course titles, prerequisites, and so forth). These allowable actions, which mirror University Council procedure, are listed in CAA's bylaws.

2. Changes which are approved by the Executive Officer will be reported to the Committee and are subject to discussion and revocation by the Committee. The changes will be published in the minutes.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern questions of procedure for the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

ARTICLE VIII

Amendment of Bylaws

Changes in these bylaws which do not alter the intent of the bylaws shall be handled in accordance with Committee Procedures. When such changes are proposed, a copy of the proposal will be included in the agenda which is available to the College faculty. These changes must be approved by two-thirds of the votes cast by the voting members of the CLASCC. Any substantial amendments in these bylaws must be made by a vote of the faculty of the College. A two-thirds majority of the votes cast is required. The vote shall be conducted by mail or electronic ballot, after two weeks' notice of the proposed change(s). Eligibility to vote will be limited to tenured/tenure track members of the departments of the College of Liberal Arts and Sciences and tenured/tenure track faculty who hold a majority (greater than 50%) appointment in the College of Liberal Arts and Sciences. Those not eligible are: Dean, Associate Deans, and Assistant Deans.

Bylaw Distribution

The Office of the Dean is responsible for maintaining a current copy of the bylaws on the College of Liberal Arts and Sciences webpage.