BY-LAWS OF THE COLLEGE OF EDUCATION
CURRICULUM COMMITTEE

Article I

The name of this committee shall be the College of Education (COE) Curriculum Committee.

Article II

Section 1. Purpose

2.1.1 The purpose of this committee shall be to provide a forum for faculty, administrators, and students to discuss and make decisions regarding the content, design, delivery, and evaluation of the curriculum.

2.1.2 The COE Curriculum Committee will make recommendations to the Dean and the faculty as appropriate.

Section 2. Role

2.2.1 Participate in the development of curriculum models and standards that are responsive to current knowledge and practice and that facilitate evaluation of COE courses and programs.

2.2.2 Examine existing course syllabi for coherence to the philosophy, mission, and standards of the College, when indicated, recommend revisions.

2.2.3 Examine proposed program or course changes for coherence to the philosophy, mission, and standards of the College, recommend to the Dean approval, conditional approval, or disapproval.

2.2.4 Examine proposed program or course changes for coherence to the philosophy, mission, and standards of the College, as well as for potential impact on the college curriculum, recommend to the Dean approval, conditional approval, or disapproval.

2.2.5 Disseminate information to, and initiate dialogue among, faculty, administrators and students regarding 2.2.1 through 2.2.4 above.

Article III

Section 1. Membership

3.1.1 The composition of COE Curriculum Committee shall consist of at least one full time faculty member from each Department and a student in the College.
Ex-officio members of the Committee shall consist of the Dean and Associate Dean, the University’s Education Librarian and the College’s representative to the All University Teacher Education Committee (AUTEC).
3.1.2 Each department shall forward the names of the elected representative to the Office of the Dean in the May of each year. The departmental balloting will be conducted in accordance with university policies.

Section 2. Terms

3.2.1 Members of the Committee shall be elected for a term of three (3) years commencing in August. The terms of members from each Department shall be staggered.

3.2.2 If a member wishes to resign, the member shall make the request to the respective Department Chair and Dean. In the event that an unexpired term is vacated, a replacement shall be elected from the affected department to complete the term.

3.3.3 Members are eligible re-election.

Article IV

Section 1. Frequency of Meetings

4.1.1 The COE Committee shall meet on a regularly scheduled basis (approximately once per month during the Fall and Spring semesters).

4.1.2 A specially called meeting may be held as requested by the COE Committee Chair or a majority of the COE Committee members.

Section 2. Specifications

4.2.1 A quorum for the CEO Committee constitutes at least half of the elected members.

Article V

Section 1. Officers

5.1.1 The officers of the COE Committee shall be a Chair to preside at all Committee meeting and represent the Committee to the Dean and Faculty of the College. The voting members of the Committee shall elect the Chair annually at the last meeting of the academic year. The Chair shall be a current elected member of the COE Committee.

5.1.2 The other officer of the COE Committee shall be a Secretary (to be chosen at each meeting from among the participating members of the Committee).

5.1.3 The Chair and the Secretary shall be jointly responsible for scheduling a meeting location, distributing meeting minutes and agendas, and other work as needed.
Section 2. Changes

5.2.1 In the event of a vacancy in the Chair position, the COE Committee shall elect a member to complete the vacant term and shall duly report the changes to the Dean and the College faculty.

Article VI

Amendments:
These By Laws may be amended by a two-thirds vote of the COE Committee members. The vote may be taken either at a regular or a called meeting or through ballot.