**Lurie College of Education**

**Curriculum Committee**

**Bylaws**

**ARTICLE I**

NAME

The name of this committee shall be the Lurie College of Education (LCOE) Curriculum Committee (CR).

ARTICLE II

PURPOSE

Section 1

The purpose of this committee shall be to:

1. Review and make recommendations to the Dean on all new course, program, or concentration proposals as well as proposals for major changes to existing courses, programs, or concentrations.
2. Ensure that the curriculum of the LCOE reflects the College’s philosophy, mission, and standards.
3. Support the use of curricular models and standards that reflect current research and practice and that facilitate the effective evaluation of the College’s courses and programs.

ARTICLE III

MEMBERSHIP

The Curriculum Committee shall be composed of one tenured/tenure track faculty member from each of the College’s departments and the LCOE Associate Dean. A representative from the University Library will serve *ex officio* as a non-voting member of the Committee.

ARTICLE IV

APPOINTMENT

Section 1

The faculty members shall be elected representatives from their academic departments. No more than one faculty member shall be elected from each academic department for service on this committee. Each department in the LCOE shall forward the name of their elected representative to the Office of the Dean in May. The departmental balloting will be conducted in accordance with university policies.

Section 2

With the exception of the Associate Dean, the Curriculum Committee members shall be elected/appointed for a 3-year term.

Section 3

Members may not participate in the review process for any proposals they submit to the Committee.

Section 4

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

Section 5

If a member engages in behavior that undermines the successful completion of the Committee’s work, the Committee may, by a majority vote, request that the respective Department elect a replacement. If the Department fails to respond in a timely manner, the Committee may, by a majority vote, request that the Dean oversee a replacement.

Section 6

Members are eligible for re-election.

ARTICLE V

MEETINGS

Section 1

The Curriculum Committee shall meet in person on a regular basis (approximately once per month during the Fall and Spring semesters). The dates and times for shall be determined at the beginning of each semester, taking into account the schedules of the Committee members and all pertinent deadlines. All meetings will be posted on the Lurie College of Education’s master calendar.

Section 2

Committee work may be completed online when appropriate.

Section 3

Prior to reviewing proposals, members of the Committee should be familiar with University curriculum policies (including GE submission requirements), the mission and strategic plan for the LCOE, the mission statements for the departments in the LCOE, and the University Accessible Template.

Section 4

A quorum shall be one-half plus one of the voting members.

ARTICLE VI

THE CHAIR

Section 1

The Curriculum Committee shall select a Chair to preside at all Committee meetings, oversee online work, and to represent the Committee to the Dean and the faculty of the College. The voting members of the Committee shall elect the Chair annually in May. The Chair shall be a current, voting member of the Curriculum Committee.

Section 2

The Chair will be responsible for scheduling the meetings, writing and distributing the meeting minutes and agendas, ensuring that the work of the Committee is in compliance with College and University policies, and completing other assignments as needed. All minutes and agendas must be sent to the Office of the Dean each month to allow for the timely posting of these materials on the LCOE website.

ARTICLE VII

AMENDMENTS

These bylaws may be amended according to the *Policy to Change Bylaws for the Lurie College of Education’s Standing Committees (2012)*:

…changes in the bylaws for a standing committee will be put to a vote by the entire faculty in the Lurie College and decided by a majority of the voters with temporary faculty having a vote that is proportional to their appointment in a given term when a vote is to be cast.