

[Adopted February 1, 2018.]

## BY-LAWS, POLICIES, AND PROCEDURES OF THE COLLEGE OF FINE ARTS CURRICULUM COMMITTEE (CCC)

### MEMBERSHIP STRUCTURE OF THE CCC

1. Membership:
  - a. The appointed membership of the CCC will consist of the following:
    - i. Two faculty members and one student representative from the School of Art.
    - ii. Two faculty members and one student representative from the School of Music.
    - iii. Two faculty members and one student representative from the School of Theatre and Dance.
    - iv. One faculty member and one student representative from the Program in Arts Technology.
    - v. One additional representative chosen by the Dean from within the faculty or administrative ranks of the College of Fine Arts.
  - b. The student representative from each School must be a graduate student.
  - c. The Dean will approve the appointed members.
2. Length of Term:
  - a. Faculty and Administrative members:
    - i. Membership terms run from April 1st through March 31st.
    - ii. Members will serve one, three-year term.
    - iii. Members cannot serve two consecutive terms.
    - iv. Members may be reappointed after a one-year hiatus.
  - b. Student members:
    - i. Membership terms run from the start of the academic year.
    - ii. Members will serve one, one-year term.
    - iii. Members cannot serve more than two consecutive terms.
3. Staggered Terms:
  - a. Membership terms will be staggered so that one third of the Committee, (one representative from each School/Program,) will be replaced with new appointees (or members who have been reappointed) each spring before the Committee's April meeting.
4. Officers:
  - a. Officers will be (re)elected for one-year terms at the first Committee meeting of the new Committee year (April 1st).
  - b. The officers and their responsibilities include:
    - i. Chair
      1. Establishing meeting agendas.
      2. Conducting meetings.
      3. Handling correspondence on behalf of the Committee.

[Adopted February 1, 2018.]

4. Mentor the Vice Chair – who will then assume the role of Chair.
  5. Forwarding approved proposals to the Dean and appropriate University review committees.
  6. At the end of each springtime, the Chair will send an updated list of the Membership to the Directors of the Schools/Program.
- ii. Vice Chair
    1. The Vice Chair will assume the normal responsibilities of the committee, but with the additional responsibility of shadowing the Chair in preparation for stepping into the role.
    2. In the case of the Chair's absence, the Vice Chair will then run the meeting.
  - iii. Secretary
    1. Taking and maintaining meeting minutes.
    2. Distributing meeting minutes to Schools/Programs within the College and College Council.
  - iv. Dean's Representative
    1. A permanent record of the Committee's minutes will be retained electronically by the Dean's representative to the CCC.
    2. Acts in an advisory capacity to the CCC.
    3. The Dean's Representative will not vote in Committee decisions.
5. Quorum:
- a. A simple majority of the Committee, with at least one representative from each School/Program, will constitute a quorum.
6. Valid Action of the Committee:
- a. A vote in favor or against a proposal by the majority of present members will be the valid action of the CCC. CCC members who cannot be present may submit a vote in writing to the Chair or Vice Chair.

## FUNCTIONS OF THE CCC

1. Evaluation of School/Program proposals for course and program additions, revisions, or deletions. Possible CCC rulings include:
  - a. Approval;
  - b. Return proposal to initiator through School Curriculum Committee (SCC) for suggested revision and resubmission;
  - c. Return proposal to initiator with approval contingent upon satisfactory completion of requested changes; and,
  - d. Rejection.

[Adopted February 1, 2018.]

2. Identification of apparent inconsistencies between School/Program offerings and the standards and objectives of the College or the University.
3. Communication of recommendations or rulings to appropriate administrative bodies or committees.
4. Participation in curricular review, program planning, and policy-making when requested by the Dean.
5. Submission of a bi-annual report to the Dean and the College Council by the Dean's Representative to the CCC.

## PROPOSAL EVALUATION PROCEDURES

1. Initiation of Proposals:
  - a. A faculty member within a School/Program may initiate course and program proposals to the SCC, including those for revisions of existing courses or programs.
  - b. Schools/Programs involved must approve interdisciplinary courses.
  - c. The SCC and School/Program Director must approve proposals prior to being submitted to the CCC.
  - d. If a proposal is revised substantively and rejected by the CCC, the SCC and School/Program Director must approve it before being resubmitted for further review by the CCC. Substantive revisions are defined in the University Curriculum Committee (UCC) Policies & Procedures.
2. Submission of Proposals:
  - a. Proposals must be submitted online via the Curriculum Forms submission website.
  - b. It is expected that proposals will be submitted in the format outlined in accordance to UCC or Graduate Curriculum Committee (GCC) guidelines.
  - c. New course proposals must be accompanied by a completed Course Proposal/Syllabus Outline.
3. Review of Proposals by the CCC:
  - a. The Chair will set a review date for the proposal.
  - b. After the initial review, the Chair may request that the faculty initiator or a SCC member meet with the CCC to respond to questions.
  - c. The faculty initiator or the SCC may also request a meeting with the CCC for discussion of a proposal.
4. Rulings of proposals by the CCC:
  - a. As stated in Section 1 of FUNCTIONS OF THE CCC, rulings will be one of the following:
    - i. Approval;

[Adopted February 1, 2018.]

- ii. Return proposal to initiator through School Curriculum Committee (SCC) for suggested revision and resubmission;
    - iii. Return proposal to initiator with approval contingent upon satisfactory completion of requested changes; and,
    - iv. Rejection.
  - b. Once a ruling is determined, the Chair of the CCC will notify the SCC of said ruling. If the proposal is rejected, a copy of the proposal and the CCC's ruling is sent to the Dean through the Curricular Forms website.
  - c. All recommendations and rulings will be recorded in minutes and distributed to Directors and the Chairs of Curriculum Committees of all Schools/Programs in the College.
5. Once a proposal is approved by the CCC:
  - a. Approved proposals are electronically routed through the Curricular Forms website. This process is initiated by the Chair of the CCC, sending the proposal to the Dean of the College for endorsement. Following the Dean's approval, an electronic copy of the proposal is routed to either the Council for Teacher Education (for teacher education courses), the UCC, or the GCC.
  - b. Approved proposals should not be submitted to the College office for forwarding.
6. Proposals other than Regular Courses
  - a. The following classifications allow for new content within existing courses. Such content is only reviewed by the Directors of the respective Schools/Programs and the UCC:
    - i. Temporary Courses (89s);
    - ii. Workshops (93s); and,
    - iii. Professional Practice Courses (97s).

#### BY-LAW REVIEW TIMELINE

1. The By-Laws shall be reviewed and/or revised every five years from the date of approval, or as major technological, procedural, or organizational changes necessitate.

[Adopted 1 February 2018: Justin Vickers, *Chair*; Darby Wilde, *Secretary*; Connie de Veer; Gary Justis, Morgan Price; Kimberly Risinger; Michael Blake; Bryce Bowlin; John Tovar; Janet Tulley, *Assistant Dean*]