MEMBERSHIP AND ORGANIZATION

1. Membership:
The membership of the College of Fine Arts Curriculum Committee will consist of two faculty members from each department within the College, one student representative from each department (an upperclassman or a graduate student), and one representative chosen by the Dean from faculty or administrative ranks. Department representatives will be appointed by the Dean with the approval of the College Council.

2. Length of term:
Faculty Members will serve two-year terms and will begin their terms of service at the first committee meeting in April. No member will serve more than two consecutive terms. A member who has served two consecutive terms may be appointed to the committee one year after completion of the second consecutive term. Student members will be appointed on an annual basis.

3. Staggered terms:
Membership terms will be staggered so that half the committee, i.e. one representative from each department, will be replaced with new appointments (or reappointments) each spring before the Committee’s April meeting.

4. Officers:
At the first Committee meeting in April, the Committee will elect a Chairperson and a secretary for the following academic year. The Chairperson will be responsible for establishing the agenda, conducting meetings, handling correspondence in behalf of the Committee, and forwarding approved proposals to the Dean and appropriate University review committees. The secretary will be responsible for taking and maintaining the minutes of the Committee and distributing them to the departments and College Council. The Secretary will also maintain a permanent file of minutes of Committee meetings. A staff member from the Dean’s office may also be present to take minutes if approved by the Committee and by the Dean.

5. Quorum:
Six members of the Committee with at least one representative from each department will constitute a quorum.

6. Valid Action of the Committee:
A vote in favor or against a proposal by a majority of present members will be the valid action of the committee. Members who cannot be present may submit a vote in writing to the Committee Chairperson.

FUNCTIONS AND RESPONSIBILITIES

1. Evaluation of departmental proposals for course and program additions, revisions, or deletions. Possible Committee actions include:
   a) Approval
   b) Return to proposal initiator through department curriculum committee for suggested revision and resubmission
   c) Conditional approval contingent upon changes requested
   d) Disapproval

2. Identification of apparent inconsistencies between departmental offerings and the standards and objectives of the College or the University.
3. Communication of recommendations or actions to appropriate administrative bodies or committees.

4. Coordination or planning of interdisciplinary courses or programs in the College.

5. Review of curricular matters related to internal and external reviews at the request of the Dean.

6. Participation in curricular review, program planning and policy-making when requested by the Dean.

7. Recommendations for the initiation of ad hoc groups to study curricular matters or issues affecting the College.

8. Formulation and communication (with the endorsement of the College council) of the position of the College of Fine Arts on University-wide curricular issues to the appropriate parties.

9. Submission of an annual report to the Dean and the College Council.

Policies and Procedures

1. Course and program proposals, including those for revision of existing courses or programs, may be initiated by a department or a faculty member in a department; proposals must be approved by the curriculum committee and chairperson of the originating department. Interdisciplinary courses must be approved by all departments involved. Proposals not approved by the CCC must, if revised substantively (as defined by the University Curriculum Committee Policies and Procedures), be approved by the department curriculum committee and the department chairperson before being resubmitted for further review by the CCC.

2. Ten copies of the proposal in addition to the signed original, should be submitted to the Dean’s office for distribution to members of the College Curriculum Committee. It is expected that proposals will be submitted in the format outlined in the University or Graduate Curriculum Committee guidelines.

3. The Chairperson will set a review date for the proposal. After the Committee’s initial review, the Chairperson may request that the faculty initiator or a department curriculum committee member meet with the Committee to respond to questions. The faculty initiator or the department curriculum committee may also request a meeting with the College Curriculum Committee for discussion of a proposal.

4. After action is taken on a proposal, the Chairperson of the College Curriculum Committee will notify the department curriculum committee of that action. In case of disapproval, copies of the proposal and the Committee’s letter noting that action will be sent to the Dean.

5. All actions and recommendations will be recorded in minutes and distributed to chairpersons and curriculum committees of all departments in the College.

6. Approved proposals will be forwarded to the Dean of the college for endorsement. Following the Dean’s approval, the department curriculum committee will supply the number of copies required by the Council for Teacher Education (for teacher education courses), the University Curriculum Committee or the Graduate Curriculum Committee. These should be brought to the College office for forwarding to the appropriate body for review at the university level.

7. Proposals for temporary courses (89s), workshops (93s), and professional practice courses (97s) are subject to the same review functions and procedures prescribed for regular course proposals.

Approved by CCC 09/2000