John H. Lounsbury College of Education
Curriculum
Committee Bylaws

Curriculum Committee	
Purpose: oversee curriculum, program issues and graduate assistant requests	
Meets: as needed	
Membership: 2 UG faculty, 2 Grad. faculty, 1 at-large, Grad. Admissions Director (ex-officio, non-voting)	
Members	**3-year terms:**
Andrea Christoff (TE) (Chair)	2024-2027
Miriam Jordan (TE)	2025-2028
Kim Muschweck (TE)	2024-2027
Joanne Previts (TE)	2026-2029
Alexandra Berglund (PLI) (Secretary)	2026-2029
Madison Gannon (PLI)	2026-2029
Bekir Mugayitoglu (PLI)	2026-2029
Shanda Brand (Graduate Admissions Director)	Term does not expire

ARTICLE I. NAME

Section I. The name of this committee shall be known as the **Curriculum Committee**.

ARTICLE II. PURPOSE

Section I. The purpose of the Curriculum Committee is to oversee curriculum, program issues and graduate assistant requests.

ARTICLE III. MEMBERSHIP

Section I. Membership. Items to consider:

- Who can be members? How many? At least 2 UG faculty, 2 Grad faculty, 1 at-large, Graduate Admissions Director (ex-officio, non-voting)
- What are their terms? Consider whether members can continue on the committee for multiple terms. The 3-year terms are renewable.
- Consider setting staggering roll-off times.

Section II. Voting.

- Indicate if any members are non-voting members. The Graduate Admissions Director is a non-voting member
- Can members vote electronically? Yes

ARTICLE IV. OFFICERS

Section I. The Chair shall:

a. Create the meeting agenda
b. Preside over the meeting
c. In the absence of the chair, the chair's designee shall preside over the meeting

Section II. The Secretary shall:

a. Maintain an up-to-date list of committee members and their terms
b. Record meeting minutes and attendance
c. Post approved minutes in the Curriculum Committee Teams folder

Section III. Selection of Officers: How are officers chosen? What are their terms of service? Officers volunteer to serve on the committee and by consensus of the Dean.

ARTICLE V. MEETINGS

The chair shall call meetings, as needed during each semester of the academic year.

The agenda for each meeting shall be prepared by the chair and circulated beforehand. Committee members may request that specific items of business be placed on the agenda.

A simple majority of the voting members shall constitute a quorum. Motions may be passed by a majority of those present and voting.

The committee will follow the standards set by Roberts Rules of Order.

ARTICLE VI. AMENDMENT OF BYLAWS

The Bylaws may be amended, repealed, or altered in whole or in part, and new Bylaws may be adopted by a majority of committee members entitled to vote at any meeting.

The foregoing Bylaws were duly adopted on October 11, 2024.