

Curriculum Committee

Purpose:

The Curriculum Committee shall oversee curriculum, program issues, and graduate assistant requests.

Membership:

The memberships shall consist of two faculty members from undergraduate programs and two from graduate programs (regularly teach in those programs), one faculty member at-large, Graduate Admissions Coordinator (non-voting ex-officio).

Responsibilities:

The committee shall be responsible for reviewing all curriculum requests, reviewing requests for graduate assistants, and reviewing scholarship applications.

Specifically the committee shall:

1. Act in an advisory manner to concerns across programs;
2. Serve as liaisons who report committee concerns to and from the departments;
3. Review all curriculum matters;
4. Review all admission / retention policy matters;
5. Serve as a forum to promote discourse across programs;
6. Review documents and processes for continuous improvement of programs;
7. Issue meeting invitations and/or establish hearings as needed for clarification and feedback on issues and drafts.
8. Recommend changes in program policies to the COE Faculty.
9. Solicit faculty requests for Graduate Assistants, evaluate proposals, and award GAs. This is done every fall.
10. Coordinate the review of scholarship proposals each spring. The proposals will be read and scored by an ad-hoc committee that is formed under the oversight of the curriculum committee.

Procedural Guidelines:

1. Program items submitted to the committee will be placed on the agenda for the next meeting.
2. The date, time, and place of the meeting, along with the agenda and supporting documents will be provided to all College of Education faculty.
3. Presentation of agenda item at meeting by person initiating such item is strongly recommended.
4. Discussion and written recommendation will be forwarded to Dean. Such recommendation should include information of all perspectives.
5. If recommendation is not acceptable to the Dean, he or she will meet with the committee to discuss the matter.
6. All items for the following academic year must be submitted to the committee no later than the February meeting.

All committee decisions will be made by consensus. The committee promotes a shared sense of purpose among the faculty by seeking positive, growth-oriented resolutions to matters before the committee.