

## **CURRICULUM COMMITTEE**

### **1. PURPOSE**

The purpose of the Curriculum Committee is to ensure the academic integrity of Snow College and to promote the continuous improvement of its educational programs. To carry out these responsibilities the committee will: Review and approve all Snow College course syllabi as needed; review and approve graduation requirements to include general education, majors, degrees, certificates, and diplomas; review and approve but not initiate academic program changes; review and approve college policies affecting academic integrity including, but not limited to: add/withdrawal policies, credit by examination policies, concurrent enrollment policies, and policies relating to honors, English as a second language, developmental education; and develop and maintain articulation with transfer schools and the world of work.

### **2. ORGANIZATION**

The Curriculum Committee is a standing committee of the Faculty Senate. It consists of one member elected from each teaching division excluding senators and deans. The Faculty Senate will appoint one Senate member to the committee bringing its voting membership to seven. The Vice President for Academic Affairs is a non-voting member of the committee. The committee will elect a faculty member for a one-year (renewable) term at or before the first meeting each fall. A committee member shall have served the previous year on the committee to be eligible to be elected as its chair.

The Faculty Senate will coordinate the election process so that elections are completed in April immediately after new academic deans (if any) have been selected and new senators have been elected.

A Curriculum Committee member's term of office shall be two years (renewable). The division dean is not eligible for election to the Curriculum Committee. If a committee member is unable to complete his or her term of office, the division involved shall elect a replacement to complete the term. Temporary vacancies shall be filled by election or appointment by the division Dean, as determined within each division.

### **3. DUTIES OF THE CHAIRMAN**

The chair will have the duty to call the committee into session and to provide an agenda. A secretary will record and publish minutes and keep a file of all matters considered and decided by the committee. The chair will ensure that the minutes of the Curriculum Committee are readily available to any interested members of the campus community.

The chair will frequently invite interested members of the campus community, such as registrars, advisors, deans, and so on, to sit with the committee on an ad hoc basis. Any person or persons may request to be placed on the agenda for the purpose of addressing the committee on an issue.

The chair of the committee will coordinate with the Academic Council to see that in-service training in curriculum development is provided for the members of the committee, including visits and consultation with curriculum officers and committees at near-by colleges and universities, and attendance at conferences where training and new approaches to curriculum development are available.

#### **4. POWERS OF THE MEMBERS**

Each member of the committee will have one vote on motions made by committee members. A motion passed by a majority of the voting members of the committee (not just a majority of those present) will constitute academic policy unless Presidential or Board of Trustee approval is mandated.

#### **5. DUTIES OF THE COMMITTEE**

The committee will meet as necessary to carry out its responsibilities including the following:

To assume overall responsibility for the academic integrity and educational excellence of Snow College.

To timely review and approve new and revised syllabi.

To periodically review all previously approved syllabi.

To review questions relating to general education and all other graduation requirements from any and all college programs.

To coordinate with deans on new or modified academic programs.

To review college policies affecting course integrity, such as add/drop, credit by examination, and concurrent enrollment policies.

To hear appeals requesting exceptions to established academic standards through a sub-committee to include students and administrative representatives.

To articulate Snow College general education programs with post secondary institutions and to assist, when invited, in articulation of specific departments and programs.

To seek training in curriculum development and to become familiar with curriculum practices and policies at other schools.

To ensure that division, departments, and faculty are not burdened with needless requirements or restrictions.

**6. AMENDMENTS AND APPEALS**

Processes for amendments and appeals are found in the Senate Constitution (Guidelines).

**7. BYLAWS**

The Curriculum Committee will draft its own bylaws covering day to day operations, schedules, and procedures.