

## **CEBS CURRICULUM COMMITTEE**

**2:00 pm – June 7, 2011**

**GRH 3073 Conference Room**

- I. Approval of Minutes of the May 3, 2011 CEBS Curriculum Committee. (These minutes can be found on the CEBS Web Page, click on Faculty and Staff and then meeting minutes and agendas.)
  
- II. **Other Business**
  1. Proposed Revision to CEBS Curriculum Committee Bylaws
  2. Select a Representative and Alternate for the UCC Committee
  3. Report from the Alternate Admission Subcommittee

**(ADOPTED 4/11/05)**  
**Revised 09/01/09**  
**Proposed revision: June 2011**

**CURRICULUM COMMITTEE**

**COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**

**Bylaws**

**I. NAME OF THE ORGANIZATION**

The name of this body is the Curriculum Committee of the College of Education and Behavioral Sciences (CEBS).

**II. PURPOSE**

The Curriculum Committee of the College of Education and Behavioral Sciences has as its purpose to review and act upon all matters pertaining to curriculum for programs within the college. In addition, at the request of the Dean, the Curriculum Committee will consider other matters related to graduate or undergraduate education in the college.

**III. FUNCTIONS**

- A. To make recommendations to the Provost/Vice President for Academic Affairs, through the Undergraduate Curriculum Committee or Graduate Council, and University Senate, regarding academic programs, academic policies, and scholastic regulations pertaining to programs with the College of Education and Behavioral Sciences.
- B. To review all proposals submitted to it by academic units within the college.
- C. To initiate studies and policies pertaining to the curriculum, to scholastic regulations, or to other matters referred to the Curriculum Committee by the Dean, the Provost/Vice President for Academic Affairs, or the University Senate.
- D. To establish subcommittees as needed for accomplishing the work of the Committee.
- E. To recommend to the Provost/Vice President for Academic Affairs, through the Undergraduate Curriculum Committee or Graduate Council, and University Senate, the establishment of new major or minor programs.

**IV. COMPOSITION OF THE CURRICULUM COMMITTEE**

A. Ex-officio Members (voting)

Associate Dean for Academic Programs (Chair)  
Department/unit heads from each academic department/unit in the college  
Director of the Office of Teacher Services and School Relations  
[Director of the EdD Program in Educational Leadership](#)

B. Elected Faculty Members and Alternates (voting)

Faculty members from each academic department/unit in the college. All academic departments except the School of Teacher Education may have two elected faculty representatives. Units with fewer than 10 regular full-time faculty members may choose to have only one faculty representative. The School of Teacher Education may have five elected faculty members.

C. Student Member and Alternate (voting)

Two students, one undergraduate and one graduate, with declared majors in one of the programs offered

in the College of Education and Behavioral Sciences, shall be appointed by the CEBS Curriculum Committee.

**D. Advisory Members (non-voting)**

Dean, College of Education and Behavioral Sciences  
Associate Dean for Accountability and Research

The Dean may appoint other advisory members as appropriate.

**V. QUALIFICATIONS AND TERMS OF OFFICE**

**A. Faculty**

1. Membership Qualifications: ~~Full-time, regular faculty~~ [Individuals holding full-time faculty appointments and](#) elected by their departments/units may serve on the Curriculum Committee.
2. Term of Office: Each faculty representative shall serve a two-year term, with half the membership rotating off the committee each year. The term of office begins August 15 of the first year and continues through August 14 of the second year. A member may be elected to successive terms of office.

**B. Student**

1. Membership Qualifications: The undergraduate student representative shall have earned a minimum of 60 hours, have a minimum grade point average of 2.75, have at least one semester of residence at Western Kentucky University, and have a declared major in one of the programs offered by the College of Education and Behavioral Sciences. The graduate student representative shall be nominated by the heads of departments that offer graduate programs in the college, and the department represented will be rotated annually.
2. Term of Office: The student representatives shall serve a one-year term and may be re-appointed . The student member serves from August 15 through the following August 14.

**VI. OFFICERS OF THE CURRICULUM COMMITTEE**

- A. **Chair:** The Associate Dean for Academic Programs, [or other faculty member or administrator appointed by the Dean](#), shall serve as chair.
- B. **Vice Chair:** A Vice Chair shall be elected annually from among the department/unit heads in the college.
- C. **Secretary/Recorder:** The Chair shall appoint a Secretary/Recorder, who need not be a member of the Curriculum Committee.

**VII. SUBCOMMITTEES OF THE CURRICULUM COMMITTEE**

The Chair of the Curriculum Committee may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to the purpose for which the ad hoc committee is created.

**VIII. AMENDMENTS TO BYLAWS**

Amendments to the Bylaws of the Curriculum Committee require a two-thirds majority vote of support.

**IX. RULES AND PROCEDURES OF THE CURRICULUM COMMITTEE**

**A. Organization**

1. Chair: The Chair shall preside at the meetings of the Curriculum Committee and shall be responsible

for seeing that the agenda are prepared and that the minutes of the meetings are properly kept. The Chair may create ad hoc committees as needed and may appoint members thereto.

2. Vice Chair: The Vice Chair, elected annually from the department/unit heads, shall preside at meetings of the Curriculum Committee in the absence of the Chair and shall assume other duties at the request of the Chair.
3. Secretary/Recorder: The Secretary/Recorder shall be responsible for preparing the agenda for all meetings, keeping the minutes for all meetings, and notifying the members of all meetings.

## B. Meetings

1. Schedule: Regular meetings of the Curriculum Committee shall be held monthly at a time designated by the Chair. Exceptions may be made for holiday periods. Special meetings may be called at the discretion of the Chair.
2. Quorum: A quorum shall consist of a simple majority of the voting members of the Curriculum Committee.
3. Parliamentary Authority: the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Curriculum Committee.
4. Voting Requirements: An affirmative vote of a majority of the Council shall be required for passage of motions. Normally, voting shall take place by voice or by show of hands, but any member may request a vote by secret ballot, and that request shall be granted.

Voting on matters pertaining graduate courses, programs, or policies is restricted to members who have graduate faculty status.

*Discussion* pertaining to a specific department/unit may be conducted without representation from that department or unit. However, *action* on any matter pertaining to a specific department or unit shall occur only if a representative from that department/unit is present.

On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If a member objects to making a decision by voting electronically, a meeting shall be called at a time announced by the Chair.

5. Visitors: All meetings shall be open to visitors, but visitors may be seated separately from members. The privilege of addressing the members of the Curriculum Committee may be granted to a visitor at the Chair's discretion.
6. First and Second Readings: Most matters brought before the Curriculum Committee require only one reading. Exceptions to this: are proposals to make major changes to the Bylaws of the Curriculum Committee and other substantive matters, as determined by the Chair. A member may move to suspend the rules and waive the second reading. This motion may be debated, and it requires a two-thirds vote.
7. Agenda and Minutes: The agenda for a meeting of the Curriculum Committee and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Secretary/Recorder. Items for inclusion on the agenda must be submitted to the Secretary/Recorder by noon of the Tuesday of the week preceding the meeting. All proposals must follow the formats established by the Undergraduate Curriculum Committee/Graduate Council and shall be submitted as directed by the Chair of the Curriculum Committee. The agenda and the minutes of the previous meeting shall be distributed to Curriculum Committee members a reasonable time prior to the meeting.

8. Alternates: A faculty or department head member who cannot attend a meeting shall be responsible for designating another faculty member in the member's department to attend and vote in the member's place. The member should provide the alternate with agenda materials. Members are expected to notify the Secretary/Recorder when they have asked alternates to attend in their places. A student member who cannot attend a meeting shall be responsible for designating another qualified student member to attend and vote in the member's place.  
A member who misses two consecutive meetings or three non-consecutive meetings within an academic year without arranging for an alternate may be removed from office if a majority of the committee votes to recommend removal. The department of the member who has been removed will then be contacted and asked to elect another representative.

MEMO TO: CEBS Curriculum Committee

FROM: Retta Poe

DATE: 05/10/11

SUBJECT: Report from the Alternate Admission Subcommittee

Members of the Alternate Admission Subcommittee of the CEBS Curriculum Committee recently conducted individual reviews of an application for alternate admission to the MAE program in School Counseling. Four of five subcommittee members recommended that J.B. be admitted unconditionally.

Subcommittee members reviewed the application using the *Checklist for Alternate Admissions Subcommittee*, which was developed based on the college's policy for alternate admission applications. I have returned the alternate admission application to Graduate Studies with the recommendation indicated.