

OCSE CURRICULUM COMMITTEE STANDING RULES

I. Purpose and Functions

- A. To review recommendations and proposals concerning undergraduate college and university curricula which are relevant to the Ogden College of Science and Engineering and to the welfare and best interests of the University, its students, and its faculty.
- B. To render decisive action on matters of undergraduate curriculum and academic policy that affect only the College of Science and Engineering.
- C. To submit for consideration to the University Curriculum Committee all approved recommendations and proposals which do not qualify for final action under the conditions of I.B above.
- D. To initiate, create or otherwise instigate thoughts, ideas, and action which will promote the best possible continuing improvement of all phases of science, mathematics, engineering, and technology at Western Kentucky University.

II. Membership

- A. The membership of the OCSE Curriculum Committee (The Committee) shall consist of one elected faculty representative from each Department/Academic Unit. Faculty representatives shall be elected for two years. The Departments of Biology, Mathematics, and Physics & Astronomy, and the School of Engineering and Applied Sciences shall elect members in even-numbered years. The Departments of Agriculture & Food Science, Chemistry, Earth, Environmental & Atmospheric Sciences, and Psychological Sciences, and SKyTeach shall elect members in odd-numbered years. The faculty representatives shall be elected in the spring semester to take office at the beginning of the following fall semester. Newly elected faculty should attend the last meeting of the spring semester. Other faculty may be invited by any member of The Committee to attend meetings as associate contributors without voting privileges. The Dean or the Dean's designee may attend in an advisory capacity and will be considered an *ex officio* member of The Committee.
- B. The Chair of The Committee shall be elected by the membership from The Committee membership, or The Committee may elect the Dean/Associate Dean to serve as Chair. The election shall occur at the last meeting in the spring and the Chair Elect will assume the position at the first meeting in the fall. The Chair may designate an Acting Chair in his or her absence.
- C. An absent member may designate an alternate from the same Department/Academic Unit to attend a meeting or give their proxy to another member. A member of The Committee cannot hold more than one proxy. The Chair should be notified by email if a proxy has been given.

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III. Meetings

- A. All meetings will be called by the Chair. The Committee shall meet once a month during the academic year unless changed by a vote of The Committee. The date, time, and place of the meetings are to be determined by the Chair.
- B. A quorum will consist of a simple majority of all voting members, and a proxy will count toward the determination of a quorum.
- C. A legal vote will consist of a simple majority of the quorum.
- D. Requests for items to be included on the agenda will be submitted electronically to the Dean's Office no later than nine (9) days before the meeting.
- E. The meeting agenda will be posted electronically on The Committee's web site at least four days in advance of the meeting.

IV. Procedural Rules and Regulations

Guidelines for procedures in all of The Committee's activities will be established and reviewed periodically to insure the maximum effectiveness and efficiency of The Committee.

- A. The privilege of speaking to The Committee will be acknowledged by the Chair. Special circumstances which involve matters that may be expedited by open discussion without addressing the Chair will be recognized and declared by the Chair.
- B.
 - 1. All recommendations and proposals will be presented and outlined in the agenda.
 - 2. Any action originating in The Committee shall be given a first and second reading before final action is taken on the proposal or recognition.
 - 3. Recommendations involving amendments to these Standing Rules shall be automatically tabled until the following meeting. Consideration for immediate action can be made only by unanimous consent.
 - 4. All proposals will be considered for final action at the first reading, unless the Chair or a majority of the members present request a second reading.

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- C. If any emergency arises which requires the immediate action of The Committee, the Chair (or Acting Chair) will use the best possible means of obtaining a vote by the members.
- D. Subcommittees may be appointed for special investigations by the Chair. Subcommittees may include faculty members who are not members of The Committee.
- E. A uniform style of presentation will be adhered to concerning all proposals. The Committee will adopt the templates and format of proposals utilized by the University Curriculum Committee.

Approved April, 1972
OCSE Curriculum Committee

Revised October, 1981
OCSE Curriculum Committee

Revised October, 1984
OCSE Curriculum Committee

Revised December, 2015
OCSE Curriculum Committee

Revised September, 2017
OCSE Curriculum Committee

Revised March, 2021
OCSE Curriculum Committee