

COS CURRICULUM COMMITTEE OPERATION & ORGANIZATION (05/14/07)

The COS Curriculum Committee is one of the standing committees of the college.

1) From the COS bylaws (http://cos.gmu.edu/general/cos_bylaws_final) Relevant sections are excerpted below.

- i) Standing committees shall be those permanent committees whose Faculty members, except for designated ex-officio members, are elected by the Faculty, or appointed by the Academic Departments, as specified below. The Dean is an ex-officio member of all standing committees of the College except the Nominations Committee. The term of the memberships on all standing committees is three years and members may succeed themselves, unless otherwise specified.
- ii) Each committee shall elect its chair from among its own membership, except for Dean's committees, for which the Dean may choose a chair. Each committee shall establish a quorum for its own function. Each committee may determine procedures for maintaining appropriate records of its activities. Committee chairs must report vacancies occurring due to resignations or faculty being on leave to the Secretary and Chair of the Faculty, so that a special election may be held for the unexpired term of the individual member.
- iii) Committees are expected to periodically report their progress to the Faculty. The report may be distributed in paper form, by electronic mail, or by notifying faculty of an online source for the report. Any Faculty committee may be required by majority vote of the Faculty to report to it at a specified later meeting any matter referred by action of the Faculty to that committee. Upon receipt of its report, the committee may be discharged of further responsibility for the matter by majority vote of the Faculty.
- iv) Committees shall normally serve during the academic year; however, all committees are authorized to function as necessary during the entire calendar year.
- v) Curriculum Committee—The principal tasks of this committee are to review and make recommendations on the approval, change, or discontinuation of academic degrees, certificate programs, and courses. This committee will have representation from all Academic Departments who wish to appoint a member to it.

2) The curriculum committee operations are in part set by the Standing Rules of COS (http://cos.gmu.edu/general/cos_rules_final). Relevant sections are excerpted below.

- i) All standing committees are to make at least one yearly report to the Faculty on business transacted during the respective academic year. Whenever an election is held for which terms are staggered, the determination of the length of terms (if not otherwise made clear) shall be according to the vote count: those receiving the largest number of votes shall receive the longest terms. Committee Chairs shall report to the Chair of the Nominations Committee or to the Secretary of the Faculty

any changes in the composition of their Committees requiring action by the Nominations Committee.

- ii) On COS committees with departmental appointed representation, except for the Promotion and Tenure Committee, departmental representatives may designate a substitute member to attend in their place as needed, with that substitute having full rights and vote.
 - iii) Departments which propose courses or programs that would have an impact on other departments must consult with those departments before submitting their proposal to the committee. The committee shall issue a report to the Faculty on a monthly basis listing all actions it has taken since the previous report. All decisions made by the Curriculum Committee will be reviewed by the Executive Council only when they fail to be passed by an 80% majority of the Curriculum Committee vote. Committee decisions with which a specific Department disagrees will be referred to the Executive Council for adjudication. Members of this committee may succeed themselves.
 - iv) COS departments will not submit academic program proposals without simultaneously submitting full course proposals for the corresponding courses needed.
 - v) First Elections, Fall 2006 For the first election of members to standing committees (other than the Nominations Committee) after approval of the Bylaws, members will be elected for staggered terms of one, two, and three years (chosen by lot), so that vacancies in the future become available on an annual basis. Beginning in 2007 elections for College Officers and committees will be conducted during the Spring semester. In addition, since the first election to Committees will need to be conducted early in the Fall 2006 semester, the first Nominations Committee will be chosen immediately upon approval of the Bylaws. If it is not possible to hold a special meeting of the Faculty prior to the Fall 2006 semester, then the first Nominations Committee will be selected by the co-Deans in consultation with all the department chairs.
- 3) This section provides information about the operating procedures the committee has unanimously chosen to implement in carrying out its mandated tasks. These procedures are consistent with University and College of Science bylaws and standing rules.
- i) The COS Curriculum Committee (COSCC) reviews and make recommendations on the approval, modification, or discontinuation of academic degrees, certificate programs, and courses within the College of Science. In addition at the request of the COS Dean's office it may review curricular proposals from outside COS which have significant relationship to the natural sciences or potentially impact its students and faculty.
 - ii) COSCC normally meets once per month during the academic year (September - May). The first meeting of the year will be called by a designated member in the last meeting of the previous year, in consultation with the Associate Deans for Undergraduate Programs and Graduate Programs. At this first meeting the chair of the committee will be elected by the committee membership for a one year term when his/her term is coming to an end.

- iii) A quorum for a meeting of the COSCC is 50%+1 of the membership.
- iv) If a representative is unable to be present at a meeting the department may be represented by a substitute. This substitute will have full voting rights for the department they represent. The regular member is responsible for notifying the COSCC chair in writing that a substitute representative will be present at the meeting, the name of the substitute representative, and inform this person of what will be covered in the upcoming meeting.
- v) If a representative is unable to attend and a substitute is unavailable, the representative of the department might communicate the votes on curricular matters in writing to the chair of the committee. These absentee votes will be used in determinations for approval or rejection of proposals. It is noted that if significant discussion and/or modification takes place during the meeting on matters for which there are absentee votes which in the opinion of 50% of those attending a meeting might have significant influence on an absentee vote might be cast that in general the matter should be tabled until the next meeting to allow appropriate consideration by the entire membership of the committee.
- vi) Visitors are not involved in the open discussion of proposals. They may be asked to address specific questions put to them by committee members. If a member of the committee or the COS Dean's office wishes to have a visitor to present a program proposal, or to supply information on an item of business, or any member of the COS faculty not a member of COSCC wishes to attend, they should contact the Committee chair in a time frame consistent with realistic discussion of the importance and purpose of their presence. The Chair is empowered to decide whether a visitor may be present and the role of the visitor at a meeting
- vii) Proposals will be presented by their departmental representative. In the case where the Chair of COSCC is the presenter the chair's duties will temporarily be turned over to another COSCC member for the duration of the discussion of those proposals. This is to avoid dual roles during the discussion for the Chair of the Committee.
- viii) Approval of a course proposal by the COSCC occurs at least 80% of the membership approve the proposal. If the proposal is approved with a majority less than 80% of the membership, the proposal is postponed for negotiations between departments. If in future meetings the revised proposal is not approved by 80% of the vote, then the proposal will be sent to the COS Executive Council for adjudication.
- ix) Minutes, agendas and reports of the committee will be kept posted in the web site of the committee. The draft minutes will be prepared by the administrative assistant to the Associate Deans of Undergraduate and Graduate Studies and reviewed by the committee chair before being submitted for a vote. It is the responsibility of the committee chair to prepare the agenda for every meeting.

4) Proposals submission rules and guidelines

- i) Procedures for new course proposals and all forms will be maintained online on the current curriculum committee website www.cos.gmu.edu/~curric
- ii) Committee members should be aware of the submissions coming from their department, and in general be aware of the submission of all other departments as well.
- iii) All proposals will be posted electronically at the web site www.cos.gmu.edu/~curric two weeks in advance of each meeting.
- iv) Course and program proposals should be submitted by either the department chair or the committee member representing that department. Submissions from other individuals will not be accepted. All materials should be sent to the administrative assistant to the Associate Deans of Undergraduate and Graduate Studies (akhnaf@gmu.edu) with copy to the Associate Dean of Undergraduate and/or the Associate Dean of Graduate.
- v) Each department should inform their curriculum representative of concerns of other departments submissions, and/or and analyze all issues that could arise on proposals prior to any submission to this curriculum committee.
- vi) Undergraduate and graduate course proposals will be accompanied by a signature page containing the signature of the department chair, indicating departmental approval. As a courtesy to the committee, it is recommended to provide also the signature page with the list of departments/programs that have been contacted about courses/degree programs that may have conflicts. If there are any concerns about a course/degree proposal, the proposing department should inform the Curriculum Committee and should address the issues as best they can. Signatures of departmental chairs where overlap might occur should also be completed before the submission to the Curriculum Committee.
- vii) Electronic signature in a posted proposal will be accepted by filling the appropriate space with the name of the department that has signed. The actual signed proposal will be collected before or at the meeting date and kept in the Associate Deans of Undergraduate and Graduate Studies office.