

Curriculum Council Procedures (per *Faculty Handbook*, Chapter III 12-15)
(Approved by the General Faculty at 4/21/2014 Faculty Meeting)

- *Elections of Officers.* The Chair of the Curriculum Council shall be elected at the April changeover meeting when new members join the Curriculum Council. The vote shall be by secret ballot and take place after the departing members, with the exception of the outgoing Chair, leave the meeting. For the changeover meeting, a quorum consists of five faculty members. If one or two Curriculum Council members must be absent from the changeover meeting, the outgoing Chair will ask them for nominations in advance of the meeting and, if possible, arrange for them to vote remotely. For all other purposes, four faculty members constitute a CC quorum.

Each Curriculum Council may determine whether candidates are identified by open nomination or nominating ballot. In either case, a member who wishes not to serve must so indicate prior to the vote. A separate nomination and ballot shall be used for each position to be filled. The outgoing Chair presides over the election of the new Chair. Election of the other officers (for example a Vice Chair) is presided over by the new Chair.

- *Meetings and Regular Structure.* Regular meetings shall be scheduled at the beginning of each semester; additional meetings may be called by the Chair as needed.
- *Conduct of Business.* A member other than the Chair of the Curriculum Council, acting as secretary, shall record minutes of each meeting, present them to the Curriculum Council for approval at the next meeting and subsequently distribute copies to all faculty.

Through the Chair, the Curriculum Council shall report to the faculty at the next regularly scheduled Faculty Meeting. All proposals are presented in the faculty agenda in summary form.

For items to be discussed and voted upon at faculty meetings (new majors or minors, deletion of majors or minors, changes in degree requirements, and any other curricular proposals that affect the University as a whole), the Curriculum Council recommends approval or disapproval. In the event the Curriculum Council is divided, the proposal may be presented without recommendation.

For items to be handled on the Consent Agenda at Faculty Meetings (all other requests including new courses, deletion of courses, all numbering changes, changes in units, courses taught as travel courses for the first time, cross-listing, changes in course title, changes in course description, changes in major or minor requirements), the report consists of action taken by the Curriculum Council.

The Chair and Vice Chair will meet regularly throughout the academic year with the Chair and Vice Chair of CUPP to ensure dialogue between the two groups, especially regarding strategic curricular planning and other issues that overlap between the two committees.

The Chair is responsible for providing an accurate record of Curriculum Council activity to the Office of the Provost at the end of the Council year.