

## **By-Laws of the School of Humanities & Sciences Curriculum Committee**

### **Article I NAME**

This body will be called the School of Humanities & Sciences Curriculum Committee (HSCC).

### **Article II PURPOSE**

The Humanities & Sciences Curriculum Committee is an elected body of the faculty of the School of Humanities and Sciences (H&S). It has overall responsibility, subject to the approval of the faculty, for the structure, coherence, and quality of the curriculum of the school. This curriculum should be consistent with the educational mission of the school, which is to provide students with “the lifelong learning skills that are fundamental to continuing personal and professional growth.” The Committee’s responsibility involves both immediate and long-range objectives.

### **Article III DUTIES**

The Committee meets weekly during the fall and spring semesters, with additional meetings scheduled as needed. Meetings are open to any interested faculty member. Those with a particular interest in proposals before the Committee may be asked to attend a meeting to respond to inquiries from Committee members.

The H&S Curriculum Committee’s responsibilities include:

1. Review proposals for curricular change and when appropriate, recommend them to H&S faculty for approval.
2. Review or propose school-wide curricular and academic policies.
3. Assist departments in curricular review.
4. Monitor College curriculum trends and goals.
5. Monitor the total curriculum of the school to maintain proper balance and appropriateness of offerings.
6. Oversee all curricular entries in the Ithaca College catalog that relate to H&S school-wide curricular offerings.
7. Advocate on behalf of H&S faculty in curricular matters at the College level.
8. Educate/communicate with H&S faculty about the curriculum and academic policy.
9. Oversee the H&S Assessment program.

## **Article IV Members and Elections**

### **Section 1**

The HSCC will be composed of eight faculty members, two elected from each of the three areas: Humanities/Fine Arts, Social Sciences, and Natural Sciences/Mathematics/Computer Science. Two positions are undesignated. No more than two committee members may be from the same department. Committee members serve staggered two-year terms. Elections for open terms are held at the end of each academic year and ballots are distributed to each faculty member, except as specified below in Section 2

All tenured, tenure eligible, and full-time continuing faculty are eligible to vote on curriculum ballots and for candidates for the committee, and to be elected to office.

Committee members on a one semester sabbatical or leave will be replaced by appointment. Members on a full year sabbatical or leave shall be replaced through the same election process used for normal membership.

### **Section 2**

The Chair of the Committee is elected to a one-year term no later than the fourth Committee meeting of the spring semester, to begin the following fall. Any tenured faculty member who is a current member of the Committee may stand for election as Chair, even if they are in the second year of their term. In this case, if elected as Chair, the member's term may be renewed without requiring election by the faculty. Such renewal may occur only one time.

The chair is responsible for running meetings, assigning tasks, setting agendas, coordinating with the Dean's office, conferring with faculty over specific curricular proposals, notifying H&S faculty about current and updated academic policies on an annual basis or as needed, consulting with other school-level committees and with the Academic Policies Committee, and coordinating with college-level administrative units and other schools where appropriate. These duties can be shared by co-chairs.

### **Section 3**

A liaison from the dean's office is advisor to the Committee, attends all meetings, reviews exempt proposals, and provides administrative support for the Committee. The liaison is responsible for reporting on the actions of the committee. The Dean's office advisor is not considered a voting member of the committee and may not vote on any issue. The advisor will serve as an official representative of the Dean's office and provide coordination between the committee, college-level administrative units, and other schools where appropriate.

## **Article V COMMITTEES**

### **Section 1**

The Humanities & Sciences Curriculum Committee will propose new standing and ad hoc committees by majority vote. All committees will report to the Curriculum Committee for appropriate deliberation and

action unless otherwise specified in their charge. Annually, the Curriculum Committee may review all standing and ad hoc committees and may recommend modification or elimination of said committees.

## **Section 2**

The Assessment Committee is a permanent standing committee of the Curriculum Committee. It is composed of four members elected to two-year terms and the H & S Assessment Coordinator, appointed by the dean. Criteria for eligibility of the elected members are the same as for the HSCC. The Committee is composed of one member representing Natural Sciences/Math/CS or Social Sciences, one representing Humanities or Fine Arts, and three At-Large members. A representative from the Dean's office will serve as a non-voting ex officio member. Elections for committee members are coordinated by the H&S Faculty Senate (using the same procedures as other committees). The chair of the Assessment Committee is the H&S Assessment Coordinator.

The Assessment Committee is responsible for all facets of programmatic student learning outcomes assessment in the School of Humanities & Sciences. When overlapping concerns arise, the Assessment Committee will meet jointly with the HSCC.

## **Article VI PROCESS FOR PROPOSAL REVIEW AND APPROVAL**

### **Section 1**

The Humanities & Sciences Curriculum Committee reviews all new and revised program and course proposals in the School of Humanities and Sciences, both undergraduate and graduate. Proposals are evaluated by the Dean's office liaison and chair to determine if exempt review is sufficient.

### **Section 2**

The Committee conducts a review of all curricular proposals, and may request additional information from the individual or department submitting a proposal, or suggest changes to be made in the proposal. The Committee votes on whether to recommend proposals for approval. A quorum of five voting members of the Committee present is necessary for all committee work involving approvals of proposals, including voting on a recommendation. A majority vote of the members in attendance is required to pass all proposals.

### **Section 3**

New courses and programs and substantially revised programs are submitted to the full faculty of the School of Humanities and Sciences for approval. Revised courses and minimally revised programs are expedited proposals and are not submitted to the full faculty. Results of the faculty vote will be communicated to the faculty of Humanities and Sciences. New and revised programs and courses which pass the faculty vote by a simple majority are recommended for passage to the Dean of Humanities and Sciences and, pending Dean's approval, to the All-College Academic Policies Committee for undergraduate curriculum and to the Graduate Council for graduate curriculum.

Expedited proposals requesting curricular changes, once recommended for approval by the School of Humanities and Sciences Curriculum Committee, are submitted to the Dean of Humanities and Sciences and, pending Dean's approval, to the All-College Academic Policies Committee or the Graduate Council.

Exempt proposals requesting administrative changes, once approved by the Dean's office advisor, are submitted to the Dean of Humanities and Sciences and, pending Dean's approval, submitted to the Chair of the APC Curriculum Subcommittee or the Chair of the Graduate Council Curriculum Committee for review.

## **Article VII AMENDMENT PROCEDURE**

### **Section 1**

The Humanities and Sciences Curriculum Committee will have the authority to make and amend its by-laws on such matters as membership, meeting procedures, voting, elections, committees, and other organizational matters and needs of the Committee. Such by-laws may not conflict with the Charter and by-laws of the Ithaca College Board of Trustees or any other governing group recognized by the Board of Trustees.

### **Section 2**

The by-laws of the Curriculum Committee may be amended by two-thirds (2/3) vote of active Committee members at any regular or special meeting provided that the amendment has been submitted in writing at the previous regular meeting and providing that the amendment does not conflict with the Ithaca College Faculty Handbook or the Ithaca College Governance Documents in Volume I of the Ithaca College Policy Manual.