

Policies, Functions and Procedures of the CAST Curriculum Committee

I. ORGANIZATION, MEMBERSHIP AND OFFICERS

- A. Number of Members. The College of Applied Science and Technology Curriculum Committee shall consist of faculty members from each academic unit and three student members selected from academic units of the College, according to the procedure stated herein.
- B. Faculty Members; Election. Each academic unit shall elect one faculty person to take office in April for a three-year term. Elections shall be conducted to permit 33 percent of the Curriculum Committee members to take office each year, according to the following schedule:

	<i>ELECTION YR</i>			
<i>ACADEMIC UNIT</i>				
AGR	2016	2019	2022	2024
CJS	2017	2019	2022	2025
FCS	2017	2020	2022	2025
HSC	2017	2020	2023	2015
IT	2018	2020	2023	2015
KNR	2018	2021	2023	2015
TEC	2018	2021	2024	2016
MSC	2019	2021	2024	2016

- C. Faculty Members; Eligibility. Eligible faculty persons shall be tenure or probationary tenure track faculty whose major assignment is in one of the academic units of the College of Applied Science and Technology, consistent with the Governing Policies for the Board of Trustees. (NOTE: A member of the University Curriculum Committee may not serve simultaneously on the College Curriculum Committee.)

Eligible faculty *in the Military Science unit* shall have contractual fulltime teaching assignments in that unit.

- D. Alternate Faculty Members. One standing alternate may be designated by the faculty of the unit to attend committee meetings as a full voting member in the absence of the regular member. Alternate members shall meet the eligibility requirements specified in C above.
- E. Consecutive Terms. A faculty member elected by an academic unit may be re-elected; however, no member may serve on the committee more than two consecutive terms. A faculty person may be re-elected after an interval of one year.
- F. Student Members. A student member shall be designated by each of three academic units within the College, Military Science excepted, according to the following rotation scheme, and shall take office in September for a one-year term. Academic units designating student members shall be determined as follows:

UNIT	ELECTION YEAR		
AGR	2019	2021	2023

CJS	2019	2021	2017
FCS	2019	2022	2017
HS	2020	2022	2017
ITK	2020	2022	2018
KNR	2020	2023	2018
TEC	2021	2023	2018

Each academic unit will be represented three times in each seven-year cycle.
No academic unit will elect a student member for two consecutive years.

- G. Student Members; Eligibility. Eligible student members shall have junior, senior, or graduate standing, shall be declared major in a program within the College, and shall be in academic good standing.
- H. Alternate Student Members. A standing alternate student member may be designated by the academic unit to attend committee meetings as a full voting student member in the absence of the regular student member. The alternate student member must meet the eligibility requirements of regular student members, including academic good standing.
- I. Vacancies in Membership. Vacancies in unexpired terms may be filled by election in the corresponding academic units for the duration of the term.
- J. Replacement of Absentee Members. A regular faculty or student member who is absent from three consecutive meetings of the committee may be replaced by the corresponding academic unit. The committee may consider the circumstances of absence and waive this requirement by majority vote.
- K. Dean of the College. The Dean of the College, or a designated representative of the Office of the Dean, shall service as a non-voting ex officio member.
- L. Officers. The Chair and a Vice Chair of the College Curriculum Committee shall be faculty members of the committee elected by the committee for a one-year term and shall have voting privileges. The Vice Chair shall preside in the absence of the Chairperson.
- M. Quorum. A quorum shall consist of five members, at least four of whom are faculty members.

II. FUNCTIONS OF THE COMMITTEE.

- A. To coordinate curricula development and change within guidelines established by the College Curriculum Committee, the University Curriculum Committee, the Graduate Curriculum Committee, the Council on Teacher Education and the Associate Provost, and the Illinois Board of Higher Education.
- B. To participate in curriculum policy-making, in program planning, and to suggest solutions to curricular problems that cut across academic units within the College and within the University, when requested by the chairs of the academic units or by the Dean of the College.
- C. To identify areas of commonality among the various curricula in the academic units within the College and external to the College, and to suggest a review among appropriate faculty so the existing and proposed courses may serve more than one academic unit.

- D. To achieve a properly conceived course consistent with University policy and guidelines, and a clear statement of course descriptions and objectives, requirements and evaluation measures.
- E. To facilitate the preparation of proposals for review at the higher review levels (graduate, university, or assistant provost).
- F. To review and evaluate, in accordance with established guidelines, proposals for new courses, programs, revision of standing courses and programs of the academic units within the College, and to recommend changes if necessary, prior to endorsement and referral to higher review levels, or to reject proposals.
- G. To seek critical examination and suggestions from the academic units within the College, and/or relevant consultants, with respect to proposals submitted to the committee.
- H. To maintain a record and minutes of committee meetings and to issue an annual report to the CAST Council on the accomplishments of the committee.

III. PROCEDURES FOR HANDLING COURSE PROPOSALS AND PROGRAMS, AND CHANGES SUBMITTED TO THE COMMITTEE.

- A. Course proposals or programs may be initiated by an academic unit or faculty within one or more academic units; proposals must be approved by the curriculum committee and chair of the originating academic unit.
- B. A copy of the proposal shall be submitted to the College Curriculum Committee member (faculty) corresponding to the originating unit, who will review it for technical and editorial correctness and request corrections when necessary.

The College Curriculum Committee (CCC) has the expectations that courses presented to the Committee are in the appropriate format to be forwarded to the University Curriculum Committee (UCC). The chairperson of the department curriculum committee is responsible to see that this criteria is met. The department representative on the CCC should be consulted for help in meeting criteria. Furthermore, the department representative on the CCC must complete the appropriate checklist prior to submitting the proposal to the CAST office.

- C. Upon completion of the technical and editorial review and requested corrections, the signed original and the required number of copies of the proposal shall be transmitted to the Dean's Office for distribution to the CCC.
- D. The Dean's Office will record the receipt of the proposal and distribute a copy to each curriculum committee member not less than 5 days prior to the scheduled review date. The Chair of the CCC shall designate a primary and secondary reviewer to discuss the proposal within the guidelines and criteria adopted by the committee; the reviewer shall not be affiliated with the originating academic unit.
- E. The review date shall be determined by the College Curriculum Committee chair who shall notify the Chair and Curriculum Committee of the originating academic unit.
- F. The College Curriculum Committee member from the academic unit submitting the proposal shall be prepared to respond to questions about the proposal or shall arrange for a

representative of the academic unit to be present at the curriculum committee meeting on the scheduled review date.

- G. The College Curriculum Committee will take one of the following actions by vote of the members present at the meeting:
1. Disapprove and return to the curriculum committee of the originating academic unit.
 2. Return to the curriculum committee of the originating academic unit for revision and resubmission for College Curriculum Committee review.
 3. Approve, conditioned upon requested changes, for submission to the College Curriculum Committee chair for review and endorsement.
 4. Refer to the next meeting for further review.
 5. Approve and forward to the Dean.
- H. The Chair of the College Curriculum Committee shall ensure notification that the Chair and Curriculum Committee of the originating academic unit, in writing within one week of the action, of the action taken.
- I. All actions and recommendations shall be recorded in minutes and distributed to Chairs and Curriculum Committees of all academic units within the College.
- J. Proposals, when approved, shall be endorsed by the College Curriculum Committee chair and forwarded to the Dean of the College for endorsement, and upon endorsement, shall be forwarded to the next review level; the Chair of the academic unit shall be notified, in writing, upon the approval by the Dean. The academic unit shall supply the required number of copies for the University Curriculum Committee or the required number of copies for the Graduate Curriculum Committee at the time of referral to the Dean for signature.
- K. Proposals for Selected Studies (89)/Workshop (93)/Institute (97) courses shall be subject to the review functions and procedures prescribed for regular proposals.

Adopted by the CAST Curriculum Committee, April 14, 1982. Amended September 11, 1987.
Reviewed and approved by the CAST Council, October 25, 2002. Reviewed and approved by the
CAST Council, September 17, 2004.