**Curriculum Committee Bylaws**

1. **Purpose:**

The Curriculum Committee is a sub-committee of the Faculty Senate, which is the academic committee of the Prairie State College Federation of Teachers. The Curriculum Committee directs faculty involvement in curriculum planning and program development of all courses offered by the College. The Committee is elected by the membership of the union to represent faculty opinions and make recommendations to the Vice President of Academic Affairs on curriculum matters.

1. **Functions of the Committee:**

The functions of the Prairie State College curriculum committee are as follows:

1. Provide leadership in curriculum development at the college and ensure that applicants thoroughly consider proposals
2. Facilitate and ensure faculty involvement of all curriculum development to maintain academic quality
3. Establish/review guidelines and curriculum forms
4. **Membership:**

Committee members shall serve until elections are held and a new committee is seated. Membership shall be comprised of:

* 1. Voting Members:

1. Each member has one vote. The Committee Chair may vote only to break a tie or cause a tie.
2. One (1) full-time faculty member from each department
3. Two (2) at-large faculty members
4. Transfer Coordinator
   1. Non-Voting Members:
5. Vice Presidents and instructional Deans, administrative/staff representatives serving as ex-officio members of the committee.
6. Coordinator of Curriculum shall be appointed by Vice President of Academic Affairs
7. **Elections, Appointments, and Absentees:**
8. After the new committee is seated, a Curriculum Committee Chair and Vice-Chair shall be elected.
9. The PSC Faculty Federation Rules shall apply to the membership; any full-time faculty member in good standing with PSC Federation of Teachers Local 3816 is eligible for membership.
10. Absenteeism
11. A member will be removed from the committee after four absences from regularly scheduled meetings.
12. Faculty members going on planned extended leave shall line up a replacement from their department and notify the chair at least 2 weeks prior to the first missed meeting. The replacement attending shall not be counted as an absence.
13. A faculty member taking unplanned extended leave shall be replaced in the interim by a department election.
14. Members who are removed from the Curriculum Committee may petition for reinstatement due to extenuating circumstances. If a majority of Committee members vote for reinstatement, the member shall be reinstated. If a majority of members do not vote to reinstate, a vacancy shall be declared.
15. Vacancies shall be filled as soon as possible by election from the department.
16. Proxies
17. A notification of proxy must be sent to the Chair prior to the meeting.
18. A member may send proxies up to four times per year.
19. Only three proxies will be allowed at one meeting. They will be accepted in order of receipt.
20. Voting by proxy shall not be counted as an absence.
21. When a seat becomes vacant, the Curriculum Committee Chair will recommend a replacement to serve until the next faculty-wide election. The Curriculum Committee will vote on the Chair’s recommendation.
22. **Curriculum Committee Meetings**
23. The time and place of meeting will be established each semester.
24. The duration of the meeting will be one hour. The committee may approve a motion to extend the meeting duration.
25. The Chair of the Committee shall set the agenda in communication with the Coordinator of Curriculum and shall reserve the right to limit the number of agenda items as required.
26. The recording, typing and distribution of minutes will be the responsibility of the Coordinator of Curriculum.
27. The Chair may call a special meeting by notifying Committee members at least two days prior to the special meeting. An absence from a special meeting will not be counted as one of the absences allowed per year.
28. The Chair may call an electronic vote by agreement of Committee members at a previous regularly scheduled meeting.
29. A simple majority of members (excluding the Chair) is required to make a quorum; said majority will be determined on a semester basis.
30. The Vice Chair shall convene the meeting in the absence of the Chair. If both the Chair and Vice Chair are absent, a Committee member will be appointed as Substitute Chair to continue in their absence.
31. A committee member may not make or second motions concerning proposals within their own department or program area.
32. Robert’s Rules of Order shall apply to all discussions, except where provided herein.
33. **Procedure for Adoption of Curriculum and Course Proposals and Modifications**
34. Before a curriculum item is brought to the Committee, the faculty initiator shall first discuss the course or program changes with any other faculty or departments that may be affected by the changes. The initiator should also discuss the proposed item with the appropriate administrator(s) concerning code classification, scheduling and/or other matters.
35. All curriculum items shall be processed through the faculty member’s assigned department/program. Adjunct faculty members who wish to initiate a curriculum item shall have a co-initiator from the full-time faculty of the department.
36. The initiator must submit a typed copy to the Coordinator of Curriculum by noon no fewer than five (5) business days prior to the next scheduled meeting of the Committee with the signatures of the Department Chair/Coordinator and relevant area Dean. i.e. Wednesday if the scheduled meeting is on Wednesday.
37. The faculty initiator or their designee must be present at the Curriculum Committee meeting to answer questions that committee members may raise concerning the proposal.
38. The Coordinator of Curriculum distributes packet to Curriculum Committee members.
39. If approved by the Curriculum Committee, the forms are sent to the Vice President of Academic Affairs for approval. In the case of Adult Education courses, the forms are sent to the Vice President of Community and Economic Development for approval.
40. If a proposal is not approved or deferred by the Curriculum Committee, the initiator may revise the forms and resubmit to the Curriculum Committee for approval.
41. If a proposal is rejected by the Vice President, the initiator may revise the form and resubmit to the Curriculum Committee a second time. If the revised proposal is approved by the Committee, it is resubmitted to the Vice President.
42. If a proposal is rejected by the Vice President for a second time, the initiator may present the proposal for consideration by the Executive Committee of the Faculty Federation.
43. Changes will be effective at the start of the next academic year with the exception to comply with regulatory agencies.
44. **Submitting a Proposal to the Curriculum Committee**
45. New Course
46. May be initiated by any full-time faculty member or adjunct faculty with full-time faculty co-initiator in their assigned department/program.
47. Course capacity shall conform to the capacities listed in Appendix E of the current faculty collective bargaining agreement.
48. New Course Form shall be used and accompanied by a detailed Official Course Outline including General Education Learning Outcomes and Credit Hours Calculation template.
49. Two (2) readings are required. Each is presented at a separate meeting and on different dates.
50. Course Modification
51. May be initiated only by a full-time faculty member or adjunct faculty with full-time faculty co-initiator in their assigned department/program.
52. Course capacity shall conform to the capacities listed in Appendix E of the current faculty collective bargaining agreement.
53. Course Modification/Drop Form shall be used and accompanied by a detailed Official Course Outline.
54. One (1) reading is required.
55. Course Drop
56. May be proposed only by a full-time faculty member or adjunct faculty with full-time faculty co-initiator in their assigned department/program.
57. Course Modification/Drop Form shall be used.
58. One (1) reading is required.
59. New Program
60. May be initiated by any full-time faculty member. A new program shall be processed through the faculty member’s assigned department/program.
61. New Program Form shall be used and accompanied by a sample catalog page.
62. New Associate degrees shall be limited to 60 hours unless accreditation requirement. Certificates shall be less than 59 hours. (Per ICCB)
63. A semester-by-semester schedule showing courses and prerequisites is required.
64. Two (2) readings required. Each presented at a separate meeting and on different dates.
65. Program Modification
66. May be initiated only by a full-time faculty member or adjunct faculty with full-time faculty co-initiator in their assigned department/program.
67. Program Modification/Drop Form shall be used and accompanied by the catalog page showing changes in the program.
68. One (1) reading required.
69. Program Drop
70. May be initiated only by a full-time faculty member or adjunct faculty with full-time faculty co-initiator in their assigned department/program.
71. Program Modification/Drop form shall be used.
72. One (1) reading required.
73. **Process for Modifying Curriculum Committee By-Laws**
74. A quorum of committee members shall be present.
75. Each change identified shall be voted upon independently. A simple majority is needed to make changes.

1. A final draft of approved changes shall be presented and be voted upon.
2. The committee bylaws shall be submitted to Faculty Senate for acceptance.

1. Roberts Rules of Order shall apply