

**California State University Monterey Bay
COE Curriculum Committee Council Bylaws**

**BYLAWS OF COLLEGE OF EDUCATION CURRICULUM COMMITTEE
COUNCIL**

ARTICLE I – GENERAL

Section 1: Name. The name of the Council shall be the College of Education (COE) Curriculum Committee Council, referred to as the “Council” in the remainder of this document.

Section 2: Purpose. The purposes of the Council shall be:

Section 2.1: To review and recommend curriculum proposals from academic programs in the College of Education in accordance with Academic Senate processes, University policy, accreditation bodies, and CSU specifications, to the next level of review (i.e., College Dean).

Section 2.2: To review the academic standards for students across programs in the College of Education within the context of Institutional Learning Outcomes, Major and Program Learning Outcomes, and standards of relevant accrediting bodies and professional organizations.

Section 2.3: To review new course/program and course/program revision proposals and make recommendations (i.e., approval, revisions, or rejection) to the College Dean.

Section 2.3.1 Review of new or revised program curricula may include items, such as the goals, objectives, and structure of the curriculum, and the assessment of competencies, attitudes, skills, and knowledge expected of each student, as needed.

Section 2.3.2 In the context of new course/program and course/program revision proposals, and in response to accreditation agencies, the Council may also review course syllabi, course content, and/or identify areas of curricular redundancy or gaps.

ARTICLE II – Council MEMBERSHIP

Section 1: Voting Members. Voting members shall consist of the following:

Section 1.1: One elected tenure-line faculty representative from each of the Departments within the College, and the Chair of each department within the College shall be the voting members of the Council.

Section 2: Ex Officio Members. Ex officio members, without vote, shall consist of the following:

Section 2.1: Dean of the College of Education, or designee

Section 2.2: COE Faculty Associate for Assessment

Section 3: Term. Elected representatives from each department shall serve one two (2) year term, with not more than two consecutive terms. Members can be re-elected after a one-term hiatus. Terms coincide with the academic year. Efforts will be made to ensure that replacement of Council members is staggered to ensure continuity in the work of the committee.

Section 4: Officers.

Section 4.1: **Council Chair:** The Council shall elect a Chairperson from the elected members of the Council in May of the serving Chairperson's final year. The Council Chair presides at the Council meetings.

Section 4.1a: The Council Chair serves as the College representative on the Academic Senate Curriculum Committee Council.

Section 4.1b: The Chair shall establish the Council's regular meeting schedule from September through May on a day and time when the Council members are available. The Chair shall call special Council meeting sessions as needed, and cancel meetings if there are no agenda items.

Section 4.1c: The Chair shall prepare and provide an agenda no fewer than three working days prior to the meeting of the Council with sufficient time to allow members to review the proposals.

Section 4.1d: The Chair shall ensure that the agenda and minutes of the Council meetings are made available to COE faculty and staff.

Section 4.2: The Council Chair shall serve for a period of two academic years and may be re-elected for one additional consecutive term.

Section 4.3: **Council Secretary:** The COE Administrative Support Coordinator shall serve as the Council Secretary to record meeting minutes.

Section 5: Resignation. Members may resign at any time without prejudice by written notification to the Chair of the Council and to the Dean of the College. Council Chair resignation would be submitted in writing to the Dean of the College.

Section 6: Removal of members.

Section 5.1: Members missing three or more meetings per term of the Council due to unexpected or unexcused absence may be removed for cause by two-thirds vote of all the members of the Council. Request for replacement will be made to the Dean

Section 7: Vacancies. In the event of leaves of absence (e.g., sabbatical, medical leave, family leave, personal leave, etc.), resignation or removal of a member from the Committee, a new member shall be appointed by the respective Department to serve

until the end of the term or the end of the leave of the member vacating a position on the Council.

Section 8: Elections. Elections for the Council are to be conducted by the departments, which shall announce vacancies to the faculty of each Department by April each year and elections held before the termination of the Spring semester.

Section 8.1: Elections should be conducted when more than one faculty member is nominated to be the department representative.

Section 8.2: In the event of a resignation or removal of a Council member during a time that does not coincide with the end of the academic year, The Dean's office will hold a Department election within 30 days of the resignation or removal from the Committee.

Section 9: COE Faculty eligible to vote for the department representative to the COE Curriculum Committee Council representative will be as follows

Section 9.1: Tenure-line full time faculty

Section 9.2: FERP faculty

Section 9.3: Lecturers teaching a minimum of 6 units each Fall and Spring in the academic year in which the election is occurring.

ARTICLE III – MEETINGS

Section 1: Regular Meetings.

Section 1.1: The Council shall meet on a regular basis.

Section 1.2: The dates, time, and place of the regular meetings shall be set by the Council Chair in consultation with Council members. Council members will provide Chair with suggested agenda items not less than five (5) business days before the regularly scheduled meetings.

Section 1.3: Notice of specially scheduled meetings shall be given to each member, by email, not less than five (5) business days before the meeting, and if available, Chair will provide a draft agenda for the special meeting.

Section 1.4: The agenda of each regularly scheduled Council meeting shall be made available to the Council member no fewer than three working days prior to the meeting of the Council.

Section 2: Voting. Whenever the members must vote on a matter under these Bylaws or otherwise, this section will apply.

Section 2.1: Voting at Council meetings must be in person with each voting member having a single vote. A majority of the members voting in person where a quorum is present carries an action.

Section 2.2: Members may vote without a meeting in elections or on any matter presented by the Council where a quorum participates and the votes are submitted in writing, by email, or any other electronic means.

Section 2.3: A quorum for membership voting is 50 percent + 1 of the voting members.

2.3a Members of the Council may designate a proxy to serve in their stead when they are unable to attend a meeting

Section 2.4: If Council members agree, on certain matters, decisions may be made by consensus.

Section 2.5 If the Council vote ends in a tie, the proposal will still be forwarded to the Dean, with both recommendations and rationale, to make the approval, revision, rejection decision (only after consideration of Council feedback).

Section 2.6 Should the Council recommend rejection of a proposal, the proposing Department may file an appeal to the Dean, and the Dean will review the appeal.

Section 3: Special Meetings.

Section 3.1: Special meetings may be called by the Chair.

Section 3.2: The dates, times, and place of any special meetings shall be set by the Chair in consultation with the committee.

Section 3.3: Notice of special meetings shall be given to each member, by email, not less than one (1) business day before the meeting. Notice shall also include the reason for the special meeting.

Section 4: Participation. All meetings of the Council are open to the other members of the faculty who may attend and may request recognition to speak at such meetings.

ARTICLE IV -PROCESS

Section 1.0

Section 1.1: All curriculum proposals will undergo common review procedures.

Section 1.1a: Program level proposal development and review.

Section 1.1b: Department level review (e.g, representative body or committee of the whole) for recommendation (i.e., approval, revisions, or rejection) to Department Chair.

Section 1.1c: Department Chair reviews proposals either as part of program or department review process, and/or individually. After Department Chair review, program proposals are signed if approved (or not), and if approved Department Chair secures additional necessary signatures and forwards signed proposal to Council.

Section 1.1d: Council reviews proposals for recommendation to the Dean (i.e., approval, revisions, or rejection).

Section 1.2: Joint COE Academic Program Processes: Joint COE Programs shall be reviewed by their Joint Program Curriculum Committee prior to submitting the program proposal to the Department Chairs.

Section 1.2a: Definition of Joint Academic Program: A joint program is the combination of two programs, each from a different department, designed to fit within or near the unit requirements for the completion of a minor, degree, or credential. For examples of existing Joint Academic Programs, see Appendix A.

Section 1.2b: Joint Program Curriculum Committees shall be made up of equal representation of program faculty affiliated with the Joint Academic Program.

Section 1.3: Shared Curricula. In contrast to Joint Programs, shared curricula is defined as individual courses from programs included in the curricula of COE programs. For instance, non-COE prefix courses in Elementary Subject Matter Programs (e.g, BIO 204, MATH 100, HCOM 251).

Section 1.4: Program-approved curriculum proposals (regardless of configuration of committee) are defined as curriculum proposals that have a simple majority of votes (50% +1) supporting the proposal.

1.4.a. Program-approved proposals must be reviewed and approved by a Department Curriculum Committee composed of faculty from each program (each department decides the composition of their Departmental Curriculum Committee, and the

decision making process this committee will follow).

1.4.b. Department approved proposals must be reviewed for budgetary, curricular, programmatic, and student impact, and then approved by the Department Chair, indicated by a signature on the curriculum proposal form. Department Chair signature indicates that she/he “provides support for the concept of the curricular change(s), and ensures accuracy and quality of the proposal”¹

1.4.c. If a proposal is not approved by the Department Chair, the Chair of the Department Curriculum Committee has the option to appeal the Department Chair decision to the Council.

Section 1.5: Approved curricular proposals shall be forwarded to the Council Chair where it shall be recorded and placed on the agenda for the following Council meeting. The Council Chair shall notify all Departments of pending proposals.

Section 1.6: The Department Chair shall submit materials for review at least one week prior to the Council meeting. The Council Chair may make exceptions to this timeline as long as there is sufficient time for a review by the Council members.

Section 1.7: Prior to each Council meeting, Department representatives can share the proposals with their faculty for input, feedback, or questions.

Section 1.8: The author of the proposal shall be invited to attend the meeting of the proposal review. The Council shall act on all curriculum proposals listed on its agenda. All interested faculty may attend Council meetings and may speak to the merits of a proposal.

Section 1.9: The Council shall assure that the proposal is sufficiently completed and of sufficient quality to be sent to the next level of review.

Section 1.10: The Council may recommend approval, approval with minor changes, or major revisions (i.e., revise and resubmit), or rejection. Only proposals approved or approved with minor changes shall be forwarded to the Dean.

Section 1.11: Minutes shall be kept documenting the meetings.

¹ Signature sheet for Program Revision 2018 Template,

ARTICLE VII - MISCELLANEOUS

Section 1: Interpretation with other Bylaws. Nothing in these Council Bylaws may be interpreted to supersede the Bylaws of the CSU Board of Trustees, the Bylaws of the Academic Senate of California State University Monterey Bay, or the Bylaws of the College of Education.

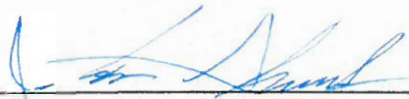
Section 2: Authority. The authority of this Council is delegated from the Dean and the College and actions of this Council reflect actions or recommendations to the Dean and the College.

Section 3: Amendments. Recommendations for Council Bylaw changes may be made by a two-thirds majority vote of the all members of the Council. Proposed amendments must be submitted to the Chair to be sent out with the agenda of the Meeting. Recommendations for Council Bylaws changes must be approved by the COE Policy Council and sent forward to the Dean for approval.

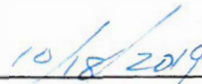
Section 4: Notification to the Dean: The Dean must be notified for meetings scheduled outside the regularly scheduled calendar of meetings, especially emergency meetings. In addition, formation of any subcommittee or ad hoc subcommittee should be brought to the attention of the Dean.

Section 5: If the Dean is not in agreement with the Council's recommendation, the Dean shall provide a written rationale for dissention within two weeks.

College of Education Policy Council approved May 22, 2019



Jose Luis Alvarado, Ph. D.
Dean, College of Education



Date

Appendix A

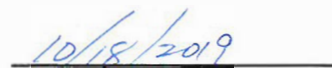
Examples of Joint Academic Programs in the College of Education (As of 2018-2019):

- Education Minor
- Integrated Elementary Education Concentration
- Integrated Bilingual Elementary Education Concentration
- Integrated Special Education Concentration

College of Education Policy Council approved May 22, 2019



Jose Luis Alvarado, Ph.D.
Dean, College of Education



Date