Letter from Rules Committee re Codification of the University Curriculum Committee

Fall 10-7-1974

Academic Senate

Illinois State University
Memorandum

To: Academic Senate

From: Rules Committee

Re: Codification of the University Curriculum Committee

The University Curriculum Committee has not been officially codified by the Senate but has operated according to guidelines established by the Sutherland Report, 1969 with membership as follows: 7 faculty, five students, and two administrative representatives. The faculty members were recommended by the Rules Committee with each college represented.

The Rules Committee unanimously approves the proposed codification.

Pro:

The University Curriculum Committee should be codified.

The proposed codification provides for a reasonable and equitable student and faculty representation from all of the colleges.

Con:

The Rules Committee did not see any.

JRpl
Attachment
UNIVERSITY CURRICULUM COMMITTEE

(Proposed Codification)

Membership:

(a) 12 Faculty, 2 from each College except 4 from Arts and Sciences. No department head or chairperson may serve. May not serve simultaneously on a College Curriculum Committee. Four appointed each year for 3-year terms by the Academic Senate.

(b) 4 Students, no more than 2 from any one college. May not serve simultaneously on a College Curriculum Committee. Two appointed each year for 2-year terms by the Academic Senate.

(c) The Dean of Undergraduate Instruction, who shall serve as Executive Secretary.

Officers:

(a) Chairperson: Elected annually by the committee from the faculty membership. He shall be an ex-officio member of the Academic Planning Committee.

(b) Vice Chairperson: Elected annually by the committee to preside at meetings during the Chairperson's absence.

(c) Recording Secretary: Elected annually by the committee to keep minutes of the meetings.

Executive Committee:

The Executive Committee shall consist of the Chairperson, the Vice Chairperson, the Recording Secretary and the Executive Secretary.

Functions:

1. To coordinate the undergraduate curriculum in general.

2. To provide advice and consultation on any budget decision which would provide funds for curriculum development.

3. To periodically review and analyze existing undergraduate courses and programs and report recommendations to the Academic Senate.

4. To coordinate effort in planning intercollegial programs.

5. To provide consultation to departments, colleges, and other faculty groups who are planning new additions to the undergraduate curriculum.

6. To study trends in curriculum nationally and on specific college campuses.

7. To work with the Graduate Curriculum Committee as appropriate to coordinate courses and programs.
8. To work with the Council on University Studies and the Council on Teacher Education, through the Chairman or his designee, to effect improvements and changes as appropriate in these areas of the curriculum.

9. To communicate to the University community curriculum developments on and off campus.

10. To review and approve or disapprove all proposals for new courses and programs and for changes in existing courses and programs. Minor changes in existing courses involving course title, content, prerequisites, or number within a given level need not be reviewed by the committee if accepted by the Dean of Undergraduate Instruction.

11. To develop procedures for the evaluation of all curriculum proposals and communicate the procedures to the University community.

12. To provide the Academic Senate each year with a report of the committee's proceedings.

13. To assure the existence and functioning of a curriculum committee in each college.

14. To hear appeals from an academic department or equivalent whenever the academic department disagrees with a decision of a college curriculum committee or dean on curriculum matters.