

Bylaws 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	2017	2020	2023	2026
CJS	2017	2020	2023	2026
FCS	2017	2020	2023	2026
HSC	2018	2021	2024	2027
IT	2018	2021	2024	2027
KNR	2018	2021	2024	2027
TEC	2019	2022	2025	2028
MSC	2019	2022	2025	2028

- C. Faculty Members; Eligibility. Eligible faculty persons shall be tenured 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:

ACADEMIC UNIT	ELECTION YEAR		
AGR	2019	2021	2023
CJS	2017	2019	2021
FCS	2017	2020	2022
HSC	2018	2020	2022
IT	2018	2021	2023
KNR	2018	2020	2023
TEC	2017	2019	2022

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 serve 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. Secretary. The CAST Chief Clerk or a designated representative of the Office of the Dean, shall serve as Secretary and shall not have voting privileges.
- N. 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/Directors 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; appropriate electronic proposal forms provided by the University Curriculum Committee in conjunction with the Office of the University Registrar must be completed.
- B. The proposal shall be submitted to the on-line proposal system (Curriculum Forms) and electronically routed to obtain the approval signatures of the chair of the curriculum committee and the Chair or Director of the originating academic unit. The proposal must be approved by the curriculum committee and Chair or Director of the originating academic unit.
- C. After the proposal is routed to the CCC, 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.
- D. The review date shall be determined by the College Curriculum Committee Chair who shall notify the Chair/Director and Curriculum Committee member of the originating academic unit. The academic units are expected to notify the proposal initiators of CCC review date.
- E. 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.
- F. 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 initiator for reconsideration and revision.
 - 2. Approve, conditioned upon requested changes, for submission to the College Curriculum Committee Chair for review and endorsement.
 - 3. Refer to the next meeting for further review.
 - 4. Approve and forward to the Dean.
- G. The initiator, Chair or Director and Curriculum Committee of the originating academic unit will be notified about the action taken by the College Curriculum Committee through the on-line proposal system.
- H. All actions and recommendations shall be recorded in minutes and distributed to Chairs or Directors and Curriculum Committees of all academic units within the College.

- I. Proposals, when approved, shall be electronically endorsed by the College Curriculum Committee chair and forwarded to the Dean of the College for endorsement, and upon endorsement, will be forwarded to the next review level; the Chair or Director of the academic unit will be notified through the on-line proposal system upon the approval by the Dean.

- J. 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. Reviewed and approved by
the CAST Council, December, 2013.

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