

CURRICULUM COMMITTEE OF TENNESSEE TECHNOLOGICAL UNIVERSITY

PROCEDURES

- I. NAME – The Curriculum Committee of Tennessee Technological University
- II. **PHILOSOPHY – The Curriculum Committee of Tennessee Technological University strongly affirms that the curricula of all credit-bearing programs devolve from the faculty. Each unit or departmental faculty approves proposals as a committee of the whole or as faculty representatives on a curriculum committee. Approved proposals are forwarded to the college curriculum committee and, if approved there, to the Curriculum Committee of Tennessee Technological University for final approval.**
- III. PURPOSE – The Curriculum Committee assist the President and the Chief Academic Officer of Tennessee Technological University as follows:

By proposing actions to be taken, legislating when authorized on matters which relate to the regular undergraduate curricula of the various colleges. (Excluded are courses and programs which do not require admission to the University for participation, e.g., short courses, industrial seminars, and the like.) Such matters would include, inter alia, the following: review, action upon, and the recommendation of new undergraduate curricula and degree programs; review and action upon course additions, deletions, and changes to existing undergraduate curricula and degree programs, including catalogue descriptions thereof; review of and action upon course offerings and schedules for each term; and study of undergraduate curricula needs of the University, including the making of recommendations for additions, deletions, or changes in present curricula and/or academic organization.

- IV. MEMBERS - The Curriculum Committee shall consist of the following members, appointed by the University President in accordance with approved procedures:
 - A. FACULTY – One faculty representative from each academic department (to be the Department Chairperson or Director—or member of the department nominated by the Department Chairperson and approved by the University President).
 - B. ADMINISTRATIVE – A minimum of fourteen (14) administrators—six (6) of whom will be the Deans of the Schools and Colleges or a representative nominated by the Dean of the School or College—plus a minimum of eight (8) individuals who will represent the areas involved in the preparation of the curriculum.
 - C. STUDENT - a minimum of five (5) students, representing the Schools and Colleges, and appointed by the University President from a list of

names submitted by the President of the Student Government Association.

- D. TERMS OF OFFICE – Members will serve one (1) year terms, with appointments to be effective at the beginning of the Fall Semester. All appointments are subject to renewal at the discretion of the President.
- E. ATTENDANCE AT MEETINGS – If a member of the Committee will be absent from a meeting he/she may, with the concurrence of the Chairperson, appoint a representative to serve in his/her place with all the rights and privileges of a regular member. The substitute will be selected as follows:
 - 1. A dean or a member in the place of a dean may send a representative from the dean's office, or an appropriate faculty member from his/her College or School.
 - 2. A departmental representative may send a faculty member from his/her department.
 - 3. A student member may send another student who is majoring in the College he/she represents.

V. OFFICERS

- A. Chairperson – The Chairperson shall be elected annually from the Committee membership.

The Chairperson Shall:

- 1. Preside at all meetings or designate another member to preside
- 2. Prepare for each meeting a tentative agenda, including all items satisfying Section V-A. of these procedures, for distribution to the membership at least two working days prior to the meeting. This agenda may include items not previously distributed to the membership under Section V-A.
- 3. Cause minutes to be prepared and distributed to the membership.
- 4. Call special meetings when necessary.
- 5. Appoint ad hoc subcommittees as required.
- 6. Disseminate information regarding action taken by the Committee.
- 7. When he/she deems such action desirable, invite guests to participate in discussion of matters before the Committee.

8. Perform the duties prescribed by the procedures and by the parliamentary authority adopted by the Committee.
 9. Supervise the preparation and distribution of an Annual Report of the Committee's activities to the Academic Council.
- B. Executive Officer – The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.

VI. MEETINGS:

- A. Regular meetings shall be scheduled during the months of September, October, February, and March. The date and time for such meetings shall be included in the Administrative Calendar. At the discretion of the Chairperson, a meeting may be canceled or the date and time for the regular meeting may be changed if there is sufficient reason to warrant such action.
- B. Any member may submit items to the Chairperson for inclusion on the agenda.
1. Items such as course additions, deletions, or changes shall be submitted to the members no later than one week prior to the meeting.
 2. Major proposals, such as major changes in the curricula, new curricula, or significant administrative changes, shall be submitted to all members not later than three weeks prior to the meeting.
 3. Non-substantive catalogue changes, such as, minor changes in course description, etc., need not be submitted to the Curriculum Committee for action, but may be sent directly through the Dean of the School or College to the Vice President for Academic Affairs for distribution; however, an information copy of all such changes shall be sent to all members of the Curriculum Committee with the heading "NON-SUBSTANTIVE CHANGES" at least one week prior to the meeting. Such changes will be considered to have the endorsement of the Committee unless a member requests that an item so marked be placed on the agenda.
- C. The agenda shall be adopted at the beginning of each meeting by a two-thirds majority of those present.
- D. The Chairperson may call a special meeting when he/she deems such action desirable.
- E. A majority of all members of the Committee shall constitute a quorum.

VII. SUBCOMMITTEES:

Ad hoc subcommittees shall be appointed by the Chairperson of the Curriculum Committee as he/she shall from time to time deem necessary, or as shall be deemed necessary by the Committee.

VIII. PARLIMENTARY AUTHORITY:

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these Procedures.

IX. AMENDMENT OF PROCEDURES:

These procedures can be amended at any regular meeting of the Committee by a majority vote of the total membership, provided that the amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to Procedures are subject to final approval by the Administrative Council.

X. COMMITTEE ACTION AND REVIEW:

Actions of this Committee are subject to review by the Academic Council and approval by the President. **All new programs are referred to Academic Council and University Assembly for action.**

XI. EFFECTIVE DATE OF IMPLEMENTATION:

These modified procedures shall become effective at the beginning of the 1977-78 academic year.

Revised: February 21, 1991; September 25, 2014; March 28, 2019