

**College of Arts and Sciences College Assembly**

**Thursday, August 17, 2017**

**Bobet 332**

**12:30 p.m. – 1:50 p.m.**

**AGENDA**

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- I. Call to Order**
- II. Invocation**
- III. Dr. David Borofsky, Interim Provost and VP Academic Affairs**
- IV. Parliamentarian**
- V. Approval of Minutes – April 27, 2017**
- VI. Announcements**
- VII. Elections**
- VIII. Old Business**
- IX. New Business**
  - 1. Motion to approve the CAS Faculty Handbook: [CAS Faculty Handbook](#)**
  - 2. Amendment to the College Curriculum Committee Section of CAS Faculty Handbook (Attached)**

## College Curriculum Committee (CCC)

### PURPOSE

The College Curriculum Committee's purpose is to review and recommend approval of new course and program proposals, changes in requirements for degree programs, and other major curriculum revisions. These recommendations are forwarded to the Dean. After the Dean's approval, the recommendations are then forwarded to the University Courses and Curriculum Committee for review and approval.

### MEMBERSHIP

1. The Committee is composed of seven faculty representatives plus the Assistant/Associate Dean as a non-voting consultant.
2. Faculty representatives are nominated and elected by the Dean's Advisory Council (DAC). Each of the three divisions of the college (humanities, natural sciences, and social sciences) has two representatives. A seventh member is to be elected at-large. No two members of the CCC are to be from the same department. No more than three members may be non-tenured. Each committee member's term of office is three years, with elections staggered so that all divisions have at least one continuing member.
3. The chairperson is elected from the membership of the Committee to serve for one year. The chairperson, with the support of the Assistant/Associate Dean, will convene the Committee, organize and conduct meetings, and communicate with the academic community as necessary.
4. The Assistant/Associate Dean, as a consultant, will present requests for committee deliberation and provide support functions. She/he is responsible for the agenda and the minutes, and for preparing any documentation that the Committee may request for decision-making purposes.

### STANDING RESPONSIBILITIES

1. Review and approve proposed new courses and programs from any unit of the college except the Honors Program and the Loyola Core. Courses and programs requiring external funding are to be submitted to and approved by the Committee before being submitted to the granting agency.
2. Review and approve proposed changes in requirements for the College's degree programs.
3. Review and approve other major curriculum revisions.
4. Review and approve certificate programs.
5. Upon request of the Dean, the Committee will constitute itself as a board of inquiry. In which case, the Committee will
  - a. Receive and evaluate complaints pertaining to the impact of either proposed newcourses or changes in degree requirements;
  - b. Serve as an arbiter in those matters brought to the attention of the Committee in its capacity as a board of inquiry;
  - c. Render recommendations to the Dean on those procedural and policy matters within the purview of the Committee's mandate.

#### OPERATING PROCEDURES

1. The College Curriculum Committee is a standing committee of the DAC. It is an advisory committee and is accountable to the Dean.
2. The Committee will consider only those proposals received in writing with adequate documentation to allow evaluation. The Committee will review and evaluate each proposal in consultation with relevant authorities and/or the originator of the proposal, in person or in writing, as the members deem appropriate. Any unit may request to be heard by the full committee. Committee deliberations are closed with only the elected faculty representatives of the Committee and the Assistant/Associate Dean participating. Voting is restricted to the elected faculty members of the College Curriculum Committee. Approved proposals are then forwarded to the Dean for appropriate

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action and/or referral. Members of the Committee shall abstain from voting on proposals from their home unit.

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3. The committee will use an intranet page for discussion and approval of courses and programs:
  - a. Courses and programs will be submitted online to the Committee via intranet. The originating faculty will use a special form for this purpose.
  - b. The Associate Dean or the Chair of the Committee will notify the other Committee members when a course or program is available for discussion. They also notify the deadline for comments and for casting a vote.
  - c. Under normal circumstances, Committee members will have two weeks to vote from the date the course or program proposal is posted on the intranet.
  - d. The Chair of the Committee and the Associate Dean will be responsible for counting the votes and, if approved, send the proposal to the dean. They are also responsible to communicate any changes, questions or clarifications to the originating faculty.
4. If the Committee cannot get to a final decision using the procedure indicated in article 2. the Chair of the Committee will call a meeting. Any member of the Committee or originating faculty can also request a meeting to the Chair.
5. A quorum for a meeting will be four members with at least one member from each division; a simple majority of those present will be necessary to approve motions. Proxy voting will not be accepted.
6. |
7. The Committee will attempt to conduct its business using as informal a procedure as practical. If a meeting is needed, the agenda and all documents related to the proposals on the agenda shall be posted on the College Curriculum Committee Intranet site three business days prior to the meeting. Minutes are to be recorded at all meetings and posted on the Intranet within thirty days. The Intranet site should include all documentation including the signed routing sheet and the

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entire proposal. The Chair of the CCC then forwards the routing sheet and approved proposal to the Associate Dean who is subsequently responsible for securing the Dean's signature. The Associate Dean is also responsible for monitoring the status of the university approval processes through the conclusion of the proposal. The Associate Dean is responsible for the reporting to the Unit Leader the status of the proposal within the university system.

8. Appeals of rejection decisions of the Committee are to be taken to the DAC and then to the Dean.

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