**Curriculum Committee Bylaws**

**Purpose**

The Curriculum Committee is a Standing Committee that reviews courses, programs and instructional policies to ensure that they are academically sound, comprehensive and relevant to the College’s mission.

**Scope of Work**

The committee as a whole is responsible for reviewing and recommending procedures and standards related to the College’s academic programs and courses. The following items are included in the scope of the Curriculum Committee:

* Developing a timeline for discussion and approval of new and revised academic programs and courses.
* Recommending the continuance, suspension or discontinuance of academic programs and courses.
* Reviewing and approving new and revised academic programs and courses.
* Defining and interpreting the underlying philosophy and strategies for instructional policies and curricula.

**Level of Authority**

The Curriculum is responsible for approval of the above items and forwards its recommendations to the Academic Dean for submission to the President for final approval. The President, who has ultimate responsibility for administration of the College, has final authority on actions recommended by the Curriculum Committee.

**Article I**

**Section 1 Composition**

* Three full time faculty members
* One student member
* Associate Academic Dean
* Academic Dean or his/her designee
* Director of Enrollment Services

**Section 2: Selection of Curriculum Committee Members**

* Associate Academic Dean shall be a permanent member
* Faculty representation is determined annually by faculty senate
* Student representation is determined annually by student senate
* The committee elects the chair.

**Section 3: Duties and responsibilities of Curriculum Committee Members**

* Be an active and informed committee member
* Abide by the Code of Conduct
* Be familiar with Sturgis’ Standard Code of Parliamentary Procedure

**Section 4: Terms**

There are no term limits.

**Section 5: Attendance**

Regular attendance at Curriculum Committee meetings is strongly encouraged. Attendance shall be taken at every meeting, and those present noted in the minutes.

**Article II: Officers of the Standing Committee**

**Section 1:** The officer of the Curriculum Committee shall be the Chair. The Chair is elected by majority vote of the Curriculum Committee.

**Section 2:** **Duties and responsibilities of the Chair**

The Chair will**:**

* Review, set, and publish the agenda for each committee meeting
* Respond to originators of agenda items, as necessary
* Ensure that the Order of Business is followed
* Ensure that all committee seats are filled
* Assign duties to other committee members as appropriate
* Be a voting member of the committee
* Follow up with department chairs and faculty

**Section 3: Terms**

There are no term limits for the Chair of the Curriculum Committee.

**Section 4: Vacancies**

In the event that the Chair becomes vacant, committee members elect a new Chair.

Article III: Standing Committee Meetings

Section 1: Regular Meetings

Committee meetings will be held the second Tuesday of every month; check for specific times on the college portal. Workshop and additional meetings will be held as needed.

Section 2: Quorum

A quorum is 2/3 of the voting committee. Understanding that students may be unable to attend every meeting, student representation is not required to achieve the quorum. The Curriculum Committee may meet without a quorum for the purposes of discussion.

### **Section 3: Meeting Access**

In accordance with State of Maine open-meeting law (M.R.S.A. Sec. 403), standing committee meetings is open. A specified amount of time is set aside for public participation at each committee meeting.

Section 4: Discussion

In the interest of time and efficient decision-making, discussion of agenda items is restricted to members of the committee and the presenting parties. Visiting members of the college community may not participate in discussion of agenda items, unless invited by the Chair.

**Section 5: Voting Procedure**

Decisions are made by majority vote, after establishing a quorum. Voting is conducted by a show of hands, voice vote or by ballot as requested.

Section 6: Order of Business

* Roll Call
* Approval of minutes of previous meeting
* Review of the agenda
* Review of Status Report
* Public Comments
* Unfinished business
* New business
* Announcements
* Adjournment

# Article IV: Operational Procedures

# The Curriculum Committee uses Sturgis’ Standard Code of Parliamentary Procedure, as needed, to facilitate the transaction of business and to maintain cooperation and collegiality.

# Article V: Standing Rules:

# Section 1: Agendas

Agendas are set and published one day before the committee meeting. Items are submitted in writing to the Committee Chair or Administrative Assistant seven days before the committee meeting.

The Committee Chair reviews all agenda items and determines if they are within the scope of the committee’s authority. If the item is not to be included on the committee agenda, the Committee Chair returns the request to the originator with the reason for not including the item.

According to parliamentary procedure, the committee may modify the agenda at the opening of a meeting.

Section 2: Minutes and the Duties of the Recorder

The recorder for the Curriculum Committee is the Administrative Assistant to the Vice president/Academic Dean or other designee of the Vice President. The Administrative Assistant:

* + Receives items and prepares the agenda in consultation with the chair
  + Prepares and distributes agenda packets prior to the meeting
  + Records the minutes during the meeting
  + Prepares and distributes the minutes
  + Determines that paperwork for course and program changes is received
  + Distributes approved curriculum changes to appropriate folders
  + Prepares and distributes year-end reports of the committee’s activities
  + Prepares and updates a status report list of recent curriculum action that is on-going or in need of action
  + Maintains the committee’s binder of print documents

The recorder is not a member of the committee and may not participate in discussion of agenda items, unless invited by the Chair.

Section 3: Reports

The Curriculum Committee maintains an ongoing record of its meetings, which remain on file, both in electronic and hard copy form, in the Academic Affairs Office. The Committee prepares and distributes a year-to-date report twice annually.

**Section 4: Communication**

The Curriculum Committee utilizes varied and appropriate forms of communication to keep the college community informed of their work. The Committee keeps an up-to-date binder of standing committee documents in the office of Academic affairs. Committee meeting minutes and year-to-date reports are posted in the Public Folders. The Chair gives Committee updates at Faculty Senate meetings.

**Article VI: Code of Conduct**

The Curriculum Committee, as a Standing Committee, is an integral part of the College’s governance process. Participants in the Governance process agree to the following:

**Vision:**

Commit to achieving the college’s mission by embracing the institution’s vision and core values

**Trust:**

* Promote mutual respect and trust by expecting the best from other Council members
* Uphold and expect the highest standards of performance and behavior
* Act honestly and in good faith, be intentional in avoiding behavior that can undermine goodwill
* Learn how to disagree vigorously while preserving a working relationship that values diverse viewpoints
* Trust that knowledge and expertise are valued and relevant to the governance process

**Accountability:**

* Devote knowledge and expertise as well as the necessary time, energy and study to the duties and responsibilities of governance
* Make every effort to participate in the voting process, avoiding abstention. It is understood that a vote is based on all available facts in each situation
* Abide by and uphold the final majority decisions
* Be courageous in identifying the real problems and discussing them candidly

**Communication:**

* Actively seek and provide regular feedback to the constituency group represented
* Welcome and encourage active participation by all members of the college community
* Actively seek any appropriate information regarding the topics at hand

**Empowerment:**

* Bring collective wisdom to bear on institutional problems
* Be an informed and active participant

**Approvals**

* Curriculum Committee made changes to the wording of meeting times in the committee’s bylaws and approved on 10/10/2017
* Presented to College Council 12/5/2017 – see information below

***College Council Minutes***

***Tuesday December 5, 2017***

*9.1* ***Modification to Curriculum Committee By-laws***

*Committee recommended making a change to the wording of meeting time in bylaws.*

*Discussion: makes sense.*

***Motion*** *to accept the changes to meeting times in bylaws as recommended by the Curriculum Committee.*

*Motion to Endorse: Peg Wheeler*

*Seconded by Maureen Michaud*

***Motion will be put to a vote via email, approved 11 yes/0 no***