

**CEBS CURRICULUM COMMITTEE**  
**3:00 pm – September 1, 2009**  
**Deans Conference Room**

I. Approval of Minutes of the June 2, 2009 CEBS Curriculum Committee  
(These can be found on the CEBS Web Page under Current Events.)

II. New Business

**From the Office of the Dean**

A. Approval of the Revision to the CEBS Curriculum Committee Bylaws

III. Other Business

--Elect Vice-Chair

--Selection of members for the 2009/2010 Alternate Admission Subcommittee

--Two reports from the Alternate Admissions Subcommittee

--Undergraduate Curriculum Committee Dates of Submission for 2009/2010

--Graduate Council Dates of Submission for 2009/2010

--CEBS CC for 2009/2010 Meeting Dates

(ADOPTED 4/11/05)

Revised xx/xx/09

## CURRICULUM COMMITTEE

### COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES

#### Bylaws

#### I. NAME OF THE ORGANIZATION

The name of this body is the Curriculum Committee of the College of Education and Behavioral Sciences (CEBS).

#### II. PURPOSE

The Curriculum Committee of the College of Education and Behavioral Sciences has as its purpose to review and act upon all matters pertaining to curriculum for programs within the college. In addition, at the request of the Dean, the Curriculum Committee will consider other matters related to graduate or undergraduate education in the college.

#### III. FUNCTIONS

- A. To make recommendations to the Provost/Vice President for Academic Affairs, through the Undergraduate ~~University~~ Curriculum Committee or Graduate Council, and University Senate, regarding academic programs, academic policies, and scholastic regulations pertaining to programs with the College of Education and Behavioral Sciences.
- B. To review all proposals submitted to it by departments-academic units within the college.
- C. To initiate studies and policies pertaining to the curriculum, to scholastic regulations, or to other matters referred to the Curriculum Committee by the Dean, the Provost/Vice President for Academic Affairs, or the University Senate.
- D. To establish subcommittees as needed for accomplishing the work of the Committee.
- E. To recommend to the Provost/Vice President for Academic Affairs, through the University-Undergraduate Curriculum Committee or Graduate Council, and University Senate, the establishment of new major or minor programs.

#### IV. COMPOSITION OF THE CURRICULUM COMMITTEE

- A. Ex-officio Members (voting)
  - Associate Dean for Academic Programs (Chair)
  - Department/unit heads from each academic department/unit in the college
  - Director of the Office of Teacher Services and School Relations
- B. Elected Faculty Members and Alternates (voting)
  - ~~Two~~ Faculty members from each academic department/unit in the college. Departments- All academic departments except the School of Teacher Education may have two elected faculty representatives. Units with fewer than 10 regular full-time faculty members may choose to have only one faculty representative. The School of Teacher Education may have five elected faculty members.
- C. Student Member and Alternate (voting)
  - Two students, one undergraduate and one graduate, with declared majors in one of the programs offered in the College of Education and Behavioral Sciences, shall be appointed by the CEBS Curriculum

Committee.

D. Advisory Members (non-voting)

Dean, College of Education and Behavioral Sciences  
Associate Dean for ~~Administration~~ Accountability and Research

The Dean may appoint other advisory members as appropriate.

## V. QUALIFICATIONS AND TERMS OF OFFICE

A. Faculty

1. Membership Qualifications: Full-time, regular faculty elected by their departments/units may serve on the Curriculum Committee.
2. Term of Office: Each faculty representative shall serve a two-year term, with half the membership rotating off the committee each year. A member may be elected to successive terms of office.

B. Student

1. Membership Qualifications: The undergraduate student representative shall have earned a minimum of 60 hours, have a minimum grade point average of 2.75, have at least one semester of residence at Western Kentucky University, and have a declared major in one of the programs offered by the College of Education and Behavioral Sciences. The graduate student representative shall be nominated by the heads of departments that offer graduate programs in the college, and the department represented will be rotated annually.
2. Term of Office: The student representatives shall serve a one-year term and may be re-appointed .

## VI. OFFICERS OF THE CURRICULUM COMMITTEE

A. **Chair:** The Associate Dean for Academic Programs shall serve as chair.

B. **Vice Chair:** A Vice Chair shall be elected annually from among the department/unit heads in the college.

C. **Secretary/Recorder:** The Chair shall appoint a Secretary/Recorder, who need not be a member of the Curriculum Committee.

## VII. SUBCOMMITTEES OF THE CURRICULUM COMMITTEE

The Chair of the Curriculum Committee may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to the purpose for which the ad hoc committee is created.

## VIII. AMENDMENTS TO BYLAWS

Amendments to the Bylaws of the Curriculum Committee require a two-thirds majority vote of support.

## IX. RULES AND PROCEDURES OF THE CURRICULUM COMMITTEE

A. **Organization**

1. Chair: The Chair shall preside at the meetings of the Curriculum Committee and shall be responsible for seeing that the agenda are prepared and that the minutes of the meetings are properly kept. The Chair may create ad hoc committees as needed and may appoint members thereto.
2. Vice Chair: The Vice Chair, elected annually from the department/unit heads, shall preside at meetings of the Curriculum Committee in the absence of the Chair and shall assume other duties at the

request of the Chair.

3. Secretary/Recorder: The Secretary/Recorder shall be responsible for preparing the agenda for all meetings, keeping the minutes for all meetings, and notifying the members of all meetings.

## B. Meetings

1. Schedule: Regular meetings of the Curriculum Committee shall be held monthly at a time designated by the Chair. Exceptions may be made for holiday periods. Special meetings may be called at the discretion of the Chair.
2. Quorum: A quorum shall consist of a simple majority of the voting members of the Curriculum Committee.
3. Parliamentary Authority: the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Curriculum Committee.
4. Voting Requirements: An affirmative vote of a majority of the Council shall be required for passage of motions. Normally, voting shall take place by voice or by show of hands, but any member may request a vote by secret ballot, and that request shall be granted.

Voting on matters pertaining graduate courses, programs, or policies is restricted to members who have graduate faculty status.

*Discussion* pertaining to a specific department/unit may be conducted without representation from that department or unit. However, *action* on any matter pertaining to a specific department or unit shall occur only if a representative from that department/unit is present.

5. Visitors: All meetings shall be open to visitors, but visitors may be seated separately from members. The privilege of addressing the members of the Curriculum Committee may be granted to a visitor at the Chair's discretion.
6. First and Second Readings: Most matters brought before the Curriculum Committee require only one reading. Exceptions to this are the following, which require two readings: ~~proposals to establish or make major revisions to programs~~, proposals to make major changes to the Bylaws of the Curriculum Committee, or other substantive matters, as determined by the Chair. A member may move to suspend the rules and waive the second reading. This motion may be debated, and it requires a two-thirds vote.
7. Agenda and Minutes: The agenda for a meeting of the Curriculum Committee and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Secretary/Recorder. Items for inclusion on the agenda must be submitted to the Secretary/Recorder by noon of the Tuesday of the week preceding the meeting. All proposals must follow the formats established by the University Undergraduate Curriculum Committee/Graduate Council. The agenda and the minutes of the previous meeting shall be distributed to Curriculum Committee members a reasonable time prior to the meeting.
8. Alternates: A faculty or department head member who cannot attend a meeting shall be responsible for designating another faculty member in the member's department to attend and vote in the member's place. The member should provide the alternate with agenda materials. Members are expected to notify the Secretary/Recorder when they have asked alternates to attend in their places. A student member who cannot attend a meeting shall be responsible for designating another qualified student member to attend and vote in the member's place. A member who misses two consecutive meetings or three non-consecutive meetings within an academic year without arranging for an alternate may be removed from office if a majority of the committee votes to recommend removal. The department of the member who has been removed will then be contacted and asked to elect another representative.

## **X. IMPLEMENTATION**

~~The CEBS Curriculum Committee shall be established when approved by a two-thirds vote of the participating full-time regular faculty in the college and shall replace the existing Curriculum and Graduate Programs Committees the next academic year following its approval.~~

MEMO TO: CEBS Curriculum Committee

FROM: Retta Poe

DATE: 08/25/09

SUBJECT: Exception to Alternate Admission Process

Consistent with an exception to the College's Alternate Admission Policy that was approved by the CEBS Curriculum Committee on 11/07/06, I have approved three alternate admission applications for the MAE: Instructional Leader – School Principal from applicants recommended through the Administrative Leadership Institute (ALI) process. The approved exception is as follows: “The Alternate Admission process (i.e., submission of an Alternate Admission portfolio and screening by the Alternate Admission Committee) will be waived in instances where an ALI cohort member who has been recommended by the program faculty has not achieved the necessary GAP score of GRE Analytical Writing score for graduate students in the Department of Educational Administration, Leadership, and Research.”

Accordingly, I have recommended D.R., S. B., and K.G., ALI cohort members, for admission to the MAE: Instructional Leader – School Principal program and have forwarded those recommendations to Graduate Studies.

Similarly, I have recommended two ALI cohort members for admission to the Planned 6<sup>th</sup> Year Program in School Administration: R.C. and R.B. These recommendations have been forwarded to Graduate Studies.

MEMO TO: CEBS Curriculum Committee

FROM: Retta Poe

DATE: 08/25/09

SUBJECT: Report from the Alternate Admission Subcommittee

In recent weeks members of the Alternate Admission Subcommittee of the CEBS Curriculum Committee have conducted individual reviews of several applications for alternate admission. The students' initials, the programs for which admission was sought, the decisions, and the dates of the decisions are indicated below:

**MAE: Student Affairs**

V.B. and R. R. sought admission; both recommended unconditionally 8/12/09.

**MAE: Interdisciplinary Early Childhood Education**

P.H. sought admission; admission recommended unconditionally 8/12/09.

Subcommittee members reviewed the applications using the *Checklist for Alternate Admissions Subcommittee*, which was developed based on the college's policy for alternate admission applications. I have returned the alternate admission applications to Graduate Studies with the recommendations indicated.

In addition, the following alternate admission was approved:

**MAE: Exceptional Education, LBD**

C.V. sought admission. On 8/4/09, following discussions with program faculty and with personnel at the school district that had offered C.V. a teaching position, Dean Evans recommended admission on 8/4/09, with the understanding that C.V. would have to qualify for admission to professional education and would have to pass the PRAXIS II exam before being allowed to enroll in EXED 590.

## Undergraduate Curriculum Committee

### 2009 - 2010 Calendar

Month/Deadline	Proposals Due	Agenda Posted	UCC Meeting*	Senate Meeting**	Registration***	BOR ****
August 2009	8/7	8/13	8/20	9/17	10/05 (Winter)	10/30
September 2009	9/11	9/17	9/24	10/15	11/2 (Spring)	January Meeting
October 2009	10/9	10/15	10/22	11/19		January Meeting
November 2009	11/6	11/10	11/17 (Tuesday)	12/17		January Meeting
December 2009	11/24	12/1	12/8 (Tuesday)	1/21		April Meeting
January 2010	1/15	1/21	1/28	2/18	03/16 (Fall/Su)	April Meeting
February 2010	2/12	2/18	2/25	3/18		July Meeting
March 2010	3/15	3/18	3/25	4/15		July Meeting
April 2010	4/9	4/15	4/22	5/13		October Meeting

Unless otherwise indicated on the month's agenda, all UCC meetings will begin at 3:45 pm and will be held in the second floor Academic Affairs Conference Room, Wetherby Administration Building.

\*All amendments to curriculum proposals made at the UCC meeting must be turned in in electronic form to the [UCC Chair and the Recorder](#) and in three hard copies to the Recorder (Lou Stahl-White) within **3** *calendar* (not work) days of the UCC meeting. Please use the edited copy from the UCC Agenda.

\*\*All Consent and Action Agenda items must be approved by the Senate before they go to the Provost for signature. No items can be implemented until Dr. Burch has signed the form. Please take this into account as you are planning new courses and assigning implementation dates.

\*\*\*Revised courses must be approved through the curricular process prior to this date to be on the schedule for the beginning of priority registration. New courses can be added after this date, but still must complete the normal curricular process through the approval of the Provost *before* they can be put on the schedule. The only exception is using the [Temporary Course Proposal](#), which can shorten the process.

\*\*\*\*All New Programs, Minors, and Certificates must be approved by the Board of Regents before they can be implemented or advertised.

Please direct all agendas, and questions about forms and procedure to the [UCC Chair](#).



**Graduate Council 2009-2010 Calendar**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Place</u></b>	<b><u>Notes</u></b>
Aug 31	Noon	WAB 207	Agenda Items Due
<b>Sep 10</b>	<b>3:30 pm</b>	<b>WAB 239</b>	
Oct 5	Noon	WAB 207	Agenda Items Due
<b>Oct 15</b>	<b>2 pm</b>	<b>WAB 239</b>	
Nov 2	Noon	WAB 207	Agenda Items Due
<b>Nov 12</b>	<b>3:30 pm</b>	<b>WAB 239</b>	
Nov 30	Noon	WAB 207	Agenda Items Due
<b>Dec 10</b>	<b>2 pm</b>	<b>WAB 239</b>	
Jan 4	Noon	WAB 207	Agenda Items Due
<b>Jan 14</b>	<b>3:30 pm</b>	<b>WAB 239</b>	
Feb 1	Noon	WAB 207	Agenda Items Due
<b>Feb 11</b>	<b>3:30 pm</b>	<b>WAB 239</b>	
Mar 8	Noon	WAB 207	Agenda Items Due
<b>Mar 18</b>	<b>2 pm</b>	<b>WAB 239</b>	
Mar 29	Noon	WAB 207	Agenda Items Due
<b>Apr 8</b>	<b>3:30 pm</b>	<b>WAB 239</b>	
May 3	Noon	WAB 207	Agenda Items Due
<b>May 13</b>	<b>2 pm</b>	<b>WAB 239</b>	
May 31	Noon	WAB 207	Agenda Items Due
<b>June 10</b>	<b>3:30 pm</b>	<b>WAB 239</b>	
June 28	Noon	WAB 207	Agenda Items Due
<b>July 8</b>	<b>3:30 pm</b>	<b>WAB 239</b>	

**College of Education and Behavioral Sciences**  
**Curriculum Committee**  
(graduate and undergraduate)  
**2009-2010**

All meetings are the first Tuesday of each month at 3:00 pm (time subject to change during the summer). Items are due electronically by noon on the Tuesday one week prior to the scheduled meeting. If no items are submitted, notification will be sent by email that the meeting is being cancelled. *All meetings will be held in the Dean's Conference Room unless there is a conflict.*

**Agenda Items Due**

**Meeting Date**

August 25, 2009

September 1, 2009

September 29, 2009

October 6, 2009

October 27, 2009

November 3, 2009

November 24, 2009

December 1, 2009

January 26, 2010

February 2, 2010

February 23, 2010

March 2, 2010

March 30, 2010

April 6, 2010

April 27, 2010

May 4, 2010

May 25, 2010

June 1, 2010

June 29, 2010

July 6, 2010