CURRICULUM COMMITTEE, OCSE, STANDING RULES

1. Purpose and Functions
2. To review recommendations concerning undergraduate college and university curricula which are relevant to the Ogden College of Science, Technology and Health and to the welfare and best interests of the University, its students, and its faculty.
3. To render decisive action on matters of undergraduate curriculum and academic policy which affect only the College of Science, Technology and Health.
4. To submit for consideration to the appropriate council or body all approved recommendations which do not qualify for final action under the conditions of Item B.
5. To initiate, create or otherwise instigate thought, ideas, and action which will promote the best possible continuing improvement of all phases of science, mathematics, and technology at Western Kentucky University.
6. Membership
7. The Co-Chairpersons of the Committee shall be the Dean and Associate Dean of the College. The Vice-Chair shall rotate annually among the Department Heads. The Vice-Chair will serve as Acting Chair in the absence of the Co-Chairpersons.
8. The Committee membership shall consist of the Department Head and one elected faculty representative from each Department. Faculty representatives shall be elected for two years. The Departments of Biology, Computer Science, Industrial and Engineering Technology, Mathematics, Nursing, and Physics and Astronomy shall elect members in even-numbered years, and the Departments of Agriculture, Allied Health, Chemistry, Geography and Geology, and Health and Safety, in odd-numbered years. The faculty representatives shall be elected in the spring semester to take office at the beginning of the following fall semester. Other faculty members may be invited by any member of the Committee to attend meetings as associate contributors without voting privileges.
9. Two student members shall be elected as designated in the Academic Council Guidelines. Any students may attend meetings as associate contributor by invitation.
10. Meetings
11. All meetings will be called by a Committee Co-Chairperson.
12. A quorum will consist of a simple majority of all members.

CURRICULUM COMMITTEE, OCSTH, STANDING RULES

(Continued)

1. The meeting agenda will be printed and distributed to arrive in offices of Committee members at least two days in advance of the meeting.
2. Requests for items to be included on the agenda will be submitted in writing to arrive in the Dean’s Office no later than four days before the meeting.
3. Procedural Rules and Regulations

Guidelines for procedures in all Committee activities will be established and reviewed periodically to insure the maximum effectiveness and efficiency of the Curriculum Committee.

1. The privilege of speaking to the Committee will be acknowledged by the Chair. Special circumstances which involve matters that may be expedited by open discussion without addressing the Chair will be recognized and declared by the Chair of the Committee.
2. 1. All recommendations will be presented and outlined in the agenda.
3. Any action originating in the OCSE Curriculum Committee shall be given a first and second reading before final action is taken on the proposal or recognition.
4. Recommendations involving substantial revisions of a curriculum, additions of new programs, majors or minors, other matters involving substantive change in a College program, or amendments to these Standing Rules shall be automatically tabled until the following meeting. Consideration for immediate action can be made only by unanimous consent. Brief discussion may follow initial presentation of such a recommendation with major discussion occurring at the time the relevant decision is to be made.
5. Recommendations of new courses, course revisions, minor modifications of curricula or programs or other items of a routine nature may be considered for final action at the first reading, unless the Chair or a majority of the members present request a second reading. Questions concerning the substantive nature of any recommendation shall be decided by a majority vote by the members present.
6. If any emergency arises which required immediate action of the Committee, the Co-Chairpersons (or Vice-Chair) will use the best possible means of obtaining a majority vote by the members.

CURRICULUM COMMITTEE, OCSE, STANDING RULES

(Concluded)

1. Subcommittees may be appointed for special investigations by the Co-Chairpersons. Subcommittees may include faculty members who are not members of the Curriculum Committee.
2. A uniform style of presentation will be adhered to concerning add, drop, and change requests for course offerings. All course addition requests will include the catalog description of the course.

Approved April, 1972

OCSE Curriculum Committee

Revised October, 1981

OCSE Curriculum Committee

` Revised October, 1984

OCSE Curriculum Committee