



College of Education – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 03 - 02

Section: Committee Structure and Representation

Subject: Curriculum Committee

The Curriculum Committee is composed of the chairs of each of the departmental committees. These members elect a chair who, in turn, represents the College as a member of the UCC. Terms are for three years.

The committee's role is to make recommendations to the Dean. The Dean has the responsibility of accepting or rejecting submitted recommendations.

If a recommendation is rejected, the Dean is obligated to advise the committee and the respective department chair regarding the rationale for the decision. This can be accomplished by either meeting with the committee and chair or by providing the committee and chair with a written statement. The College is responsible for establishing procedures regarding department and College Curriculum Committee relationships. The College Committee has the right to request a review of the Dean's decision by the Executive Vice Chancellor and Provost.

If a recommendation is accepted, the Dean is obligated to review and forward the appropriate materials to the Office of the Executive Vice Chancellor and Provost not later than five (5) working days after acceptance. The Dean's acceptance approval signifies that he/she has thoroughly reviewed the recommendations in terms of format, added costs, if any, and impact of the recommendation on the curriculum. The Dean is responsible for meeting university deadlines for materials that are to be sent to the Office of the Executive Vice Chancellor and Provost. In cases where the material relates to the General Education Program, materials should be sent to the chair of that committee.