



# United Tribes Technical College

## Curriculum Committee Bylaws

### Article I. Name

The name of this committee shall be *UTTC Curriculum Committee*

### Article II. Purpose

The purpose of the Curriculum Committee is to encourage faculty leadership and student participation in curriculum decision-making at United Tribes Technical College. The committee examines proposals submitted for adding, expanding, deleting or modifying programs and courses; evaluates the college's courses and programs in terms of their general education, transfer, and occupational currency and relevance; and makes recommendations to the Academic Council or the Vice President of Academic Affairs on proposals submitted.

The committee will serve its purpose by accomplishing these goals:

- 1) Makes recommendations on proposals for adding, expanding, deleting, or modifying programs and courses offered by UTTC to the Vice President of Academic Affairs.
- 2) Recommends annual approval of degree plans to the Academic Council.
- 3) Reviews program and course descriptions to ensure accuracy in the college catalog on an annual basis.
- 4) Evaluates courses and programs in terms of general education requirements and transfer purposes in a systematic manner.
- 5) Review courses in a systematic manner on a regular basis to ensure they are current and relevant.

### Article III. Membership

- 1) Members:
  - i) The members of this committee shall be current faculty of United Tribes Technical College (with the exception of the student member) who represent all levels of study within the college.
  - i) The committee is made up of:
    - Advising Module Manager(s)
    - Minimum of one representative from a bachelor's program
    - Minimum of one representatives from an associate's degree, certificate, or diploma programs
    - Minimum of one representative from the general education department
    - Minimum of one student representative
  - ii) The Registrar, Director of Extended Learning, and Vice President of Academic Affairs are ex-officio members without voting privileges.

- 2) Privileges and Responsibilities of Membership.
  - i) Voting
    - i) Chairperson shall not cast a vote, unless in the situation of a tie.
    - ii) Items that require a vote must have majority of those present to proceed.
  - ii) Participation
    - i) Members must actively attend and participate in meetings.
    - ii) If a member fails to attend three consecutive meetings without notice, the Chairperson will contact the committee member's supervisor.
  - iii) Responsibilities
    - i) Actively discuss matters pending before the committee and cast votes.
    - ii) Develop templates for degree plans and course curriculum guides.
    - iii) Comprehension of policy handbook.
- 3) Terms and calendar
  - i) The Curriculum Committee shall meet a minimum of monthly during the academic year.

#### **Article IV. Officers**

- 1) Titles: The UTTC Curriculum Committee shall have the following officers:
  - i) Chairperson
  - ii) Secretary
- 2) Qualifications:
  - i) The officers must be current members of the committee.
  - ii) Officers must be current UTTC faculty.
- 3) Duties of Officers:
  - i) The Chairperson shall preside at all meetings, prepare the agenda, file approved documents, and post documents and minutes on the share drive.
  - ii) The Secretary shall attend all meetings and record meeting minutes.
- 4) Terms of Office:
  - i) In the absence of the Chair or Secretary, a current member will accept the responsibility.
- 5) Vacancies and Removal:
  - i) A vacancy in the office of the Chairperson shall be filled by election of the members by a majority of votes cast. A vacancy in the office of Secretary shall be left vacant until the Chairperson delegates the duties of that position.

#### **Articles V: Sub-Committees**

- 1) The Chairperson, subject to approval by the committee, shall appoint such sub-committees as required in the bylaws, as he or she finds necessary. Sub-committee chairperson's position shall be appointed by and responsible to the Chairperson.
- 2) A vacancy in a sub-committee chairperson position shall be filled by appointment of the Chairperson with input from the outgoing sub-committee chairperson.

#### **Article VI: Parliamentary Authority**

- 1) The rules contained in Robert's Rules of Order, Revised, shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of United Tribes Technical College.

#### **Article VII: Responsibility of Committee**

- 1) This committee shall abide by all applicable policies instituted by United Tribes Technical College.

#### **Article VIII: Amendments**

- 1) With the exception of a committee re-structure, these bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.