

College Curriculum Committee Bylaws

Article I. Constitution and Purpose

1. The College Curriculum Committee (CCC) is the summit of curricular decision-making at Manhattan College (subject to the approval of the Provost).
2. After first being approved at the school level, the CCC must approve:
 - new degrees;
 - new programs (majors, minors, certificates and graduate programs);
 - changes to the College Core curriculum, General Education requirements or other College-wide curricular expectations, and;
 - major changes to existing programs (with “major” defined as affecting more than 9 credits or impacting more than one school).
 - If a new program or a major change to a program is not submitted for state registration within three years of approval, it must go through the CCC approval process before it can be sent to the state.

The CCC also resolves any issues of course duplication.

The CCC does *not* have jurisdiction over other curricular matters that shall be decided

within each school, such as minor changes to programs, new courses and course name

changes. However, the CCC shall receive and archive the minutes of the curriculum

committees of each of the five schools and the graduate education committee.

3. The CCC may only be dissolved with the dissolution of the Educational Affairs Commission.

Article II. Membership

1. Two tenured faculty members shall be elected by the faculty of each of the five schools in a manner to be determined by that school. One

tenured faculty member shall be elected by the entire faculty.

Article III. Term of Membership

1. The term of office is three years, renewable for two additional terms.
2. Both permanent and temporary vacancies (for sabbaticals or leaves of absence) shall be filled by special by-elections. In the case of a permanent vacancy, the new member serves out the remainder of the term left vacant and may then serve two additional terms in his or her own right.
3. The chair shall inform the relevant dean(s) and/or the chair of the Council for Faculty Affairs about the need to hold an election.
4. Two unexcused absences in an academic year constitute a resignation from the CCC.

Article IV. Organization and Meetings

- 1 The Committee shall meet at least once each semester. Quorum shall require the presence of at least 9 members of the CCC. Other meetings may be scheduled as needed. If the previous year's chair continues on the CCC, he or she calls the first fall meeting. If the previous chair is no longer on the CCC, the Provost shall call the first meeting of the fall semester.
2. Each year, a chair shall be elected at the first meeting of the semester. If not already a member of the Educational Affairs Commission, the chair becomes an *ex officio* non-voting member of that body.
3. Each year, the members of the CCC shall either elect a secretary or accept a rotating secretary.
4. To be voted on, proposals must be distributed to the members of the CCC at least 48 hours before a meeting.

Article V. Procedures and Duties

1. The chair shall be responsible for distributing approved minutes to the faculty, to the Provost, and to the Educational Affairs Commission.

2. The chair shall be responsible for informing the Provost, the deans, and the faculty of upcoming meetings. Ordinarily, at least one week's advance notice of CCC meetings shall be given.
3. Proposals to the CCC shall be submitted on the appropriate forms to be found on the Provost's website. All questions about appropriate documentation for proposals shall be addressed to the chair.
4. The CCC may accept, reject, request additional information, and make recommendations for revision of proposals.
5. The CCC shall make written recommendations to the Provost within two weeks of the date of the meeting at which the action was taken.
6. The Provost shall accept, return for amendment, or reject the CCC's recommendations within two weeks of receipt. A written response shall be sent to the chair of the CCC. The Provost is responsible for implementation of accepted proposals.
5. The CCC may consult with appropriate individuals, departments or schools on issues of concern.
6. When it deems it necessary, the CCC may hold open meetings for the purposes of discussion of curricular matters.
7. In special cases, in order to gauge faculty views, a vote by the faculty may be called at the request of the CCC. Voting shall be administered by the Council for Faculty Affairs.
8. In exceptional cases, faculty members may petition the CCC concerning a particular proposal and shall consult with the chair concerning appropriate documentation.

Article VII. Amendments

1. The Educational Affairs Commission must ratify changes to the bylaws of the CCC which become effective immediately.
2. Changes to the bylaws require the support of at least 8 members of the CCC.

Bylaws passed by the CCC on **.

Bylaws submitted for approval by EAC at its 7 May 2012 meeting.

Issues for discussion:

- 1) Do we want to recommend that the CFA appoint the 11th faculty member instead of calling for a campus-wide election (which we didn't have this year, btw) and don't really have a procedure to manage?
- 2) a) Do we want to keep the length of term *or* have fewer possibilities of renewal *or* both? b) Shall we place the need for staggered terms in the by-laws? I would recommend that all elected members by the Schools initially serve for two years with half of the membership of each school coming up for renewal in year 2 (decided alphabetically) and half in year 3 of the CCC's existence. c) We should decide what we want to do about the at-large member. One possibility would be to have that as an annual appointment. Or the at-large member would also have a three-year gig (in which case, we probably should have an election.) It would mean we'd have to amend III.1. I have no recommendation; I just raise the issue for consideration.
- 3) Do we need a special process or at least a statement encouraging members to disclose conflicts of interest (i.e. currently in the process of proposing a program) and should members recuse themselves in such a case.

Bylaws passed unanimously by the CCC on 25 April 2012. Submitted for approval by the EAC at its 7 May 2012 meeting. Revisions passed unanimously by the CCC on 25 February 2014. Submitted for approval by the EAC at its 4 March 2014 meeting.
Additional language approved at the 17 November 2015 CCC meeting and ratified at the 2 December 2015 meeting of EAC.