**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, concentrations, 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 of new or existing courses or impacting more than one school with new or existing courses).

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 again 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 by 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 8 members of the CCC, with at least one of the two elected representatives from each of the five Schools. Other meetings may be scheduled as needed. The chair calls the first meeting of the year. If the chair is not available, the Provost shall designate an alternate member of the CCC to call the first meeting of the fall semester.

2. Each year, a chair shall be elected at the last meeting of the academic year. 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 at the last meeting of the year 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 CCC 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.

7. The CCC may consult with appropriate individuals, departments or schools on issues of concern.

8. When it deems it necessary, the CCC may hold open meetings for the purposes of discussion of curricular matters.

9. 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.

10. In exceptional cases, faculty members may petition the CCC concerning a particular proposal and shall consult with the chair concerning appropriate documentation.

**Article VI. 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 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.

Additional language approved at the 15 November 2016 CCC meeting and ratified at the 6 December 2017 EAC meeting.

Additional language approved by the CCC on 26 March 2018 and ratified at the 3 April 2018 EAC meeting.