

College of Health and Social Welfare
Curriculum Committee

November 11, 2009
8:30-11:00 am
PSB 211

Meeting Minutes

Members present: Marny Rivera, Chair, Justice Center
Sue Fallon, Vice Chair, Department
C. Clouse, School of Nursing
Gabe Garcia, Department of Health Sciences
Susan Wilson, School of Nursing

Others present: Harriet Paule (Recording Secretary), Dean's office
Ira Rosnel, Human Services Department
Michael Dooley, Human Services Department

- I. The meeting was convened by Marny Rivera, and introductions were made. There were no changes to be made to the agenda.
- II. The minutes from the October 28, 2009 meeting were reviewed and unanimously approved. (Motion made/seconded: Clouse/Fallon)
- III. Program/Course Action Request – First Reading

A. Human Services Department:

Change: HUMS A185: Introduction to Field Work

Course accepted for first read with the following changes recorded:

CAR 12 – Enter **N/A** after Cross listed and Stacked.

CCG IV.6.0 – Add following two subsections:

6.4 Privacy

6.5 Privileged information

VI. – Outcomes #8: add **and ethical standards** at end.

VII. – Bibliography: change to Roman Numeral **VIII**, **expand biblio** and add **more current references**.

IV. Old Business:

Bylaws Review – The committee reconsidered tabled items from the October 28th meeting and recommended the following additional changes:

- II.C. Add as item #1: If a member is unable to attend a meeting, that member is responsible for providing a replacement representative from their unit.
Make the existing sentence item #2.

IV.B.2. Section reworded/reorganized to allow the waiving of first read for courses with no significant corrections/changes. See tracked changes in attached bylaws.

IV.B.2g. Reworded to make more concise; see tracked changes in attached bylaws.

The procedure for putting the bylaws revisions to the CHSW faculty for approval was discussed. The committee secretary will email the revised document to all faculty in the college, and each unit will then have their faculty vote on the revised document at their individual unit meetings in January. The results of those votes will be forwarded in writing to the committee secretary for recording. The results will then be reported to the committee and, if passed by the required two-thirds majority, the revised bylaws will be adopted at the next scheduled curriculum committee meeting,

V. New Business: None

VI. Next Meeting: December 2, 2009. Bring spring schedules to allow setting next semester's meeting times; first meeting in January tentatively set for January 20th, 8:30-11:00am.

BY-LAWS
COLLEGE OF HEALTH AND SOCIAL WELFARE
CURRICULUM COMMITTEE

The College of Health and Social Welfare Curriculum Committee was established August 1996.

I. STRUCTURE OF THE COMMITTEE

A. Committee Members:

1. There will be six voting faculty members, one from each of the departments/units of the College of Health and Social Welfare (CHSW): of the School of Social Work, Department of Human Services, Justice Center, the Division-Department of Health Sciences and two from the School of Nursing.
2. The Dean of the College of Health and Social Welfare is an ex officio non-voting member.
3. There may be two student non-voting representatives appointed for one-year terms. Each Department/unit may submit the name of eligible students to the Committee. The student representatives must come from different departments/units.

B. Officers:

1. At the first meeting of the committee for the academic year a cChair and vice cChair will be elected for one-year terms. Alternatively the committee may opt to elect co-chairs.
2. The cChair shall (1) call meetings of the committee; (2) preside at the meetings of the committee; and (3) be available to consult with persons desiring to bring proposals before the committee.
3. The vice cChair shall serve in the absence of the cChair.

C. Secretary:

The office of the Dean of the College of Health and Social Welfare will provide the necessary secretarial services for the Committee including providing a recording secretary.

1. The secretary shall post the agenda for each meeting of the committee on the College's website prior to each meeting.

2. The secretary shall post the minutes for each meeting of the committee on the college's website within one week of each meeting.
3. The secretary shall notify each department whose representative's term expires at the end of the academic year to select a new representative.
4. The secretary shall notify the Dean of the College and the curriculum committee chair of the departmental representatives chosen and publish the list of new representatives as part of the minutes of the curriculum committee.

D. Quorum:

A quorum shall consist of one more than half of the voting faculty members.

E. Eligibility:

All members of the faculty of the College of Health and Social Welfare are eligible for ~~voting membership~~ to serve on the curriculum committee with the following exceptions:

1. ~~Persons on temporary contract, such as lecturers, faculty assistants, and graduate assistants~~ Adjunct faculty and lecturers.
2. Persons scheduled to be absent from the campus during all of the following academic year (Fall and Spring Semesters).
3. ~~Members of the Committee whose terms have at least one year to run.~~
34. The Dean or Associate Dean of the college.

II. ELECTION OF THE COMMITTEE

A. Suffrage:

With the exception of persons included in I.E.2. and 3.-above, ineligibility for membership constitutes ineligibility for suffrage.

B. ~~Election~~ Selection:

Each ~~department~~ unit shall select their representative(s) for either one or two academic year terms, depending on ~~departmental~~ unit preference.

C. Alternates:

1. If a member is unable to attend a meeting, that member is responsible for providing a replacement representative from their unit.
2. In the event that a member's tenure of service is interrupted for as long as one term or semester, that affected ~~department~~ unit shall ~~elect~~ select a member of that ~~department~~ unit to fill the vacancy during the member's absence.

Formatted: Indent: Left: 0.75", Hanging: 0.25"

III. DUTIES OF THE COMMITTEE

The cCommittee shall have responsibility for the program of instruction of the College of Health and Social Welfare.

The cCommittee may act on or suggest proposals with regard to:

- A. Policies and procedures governing the curricula for undergraduate and graduate degrees.
- ~~B. Addition of new courses--graduate or undergraduate.~~
- BC. Addition, modification or deletion of graduate or undergraduate courses--~~graduate or undergraduate.~~
- ~~D. Addition of new majors, minors, and programs--graduate or undergraduate.~~
- CE. Addition, modification or deletion of graduate or undergraduate majors, minors, or programs--~~graduate or undergraduate.~~
- DF. Recommendations for impact on curriculum due to the establishment and or abolition of departments and divisions units within the College of Health and Social Welfare.

IV. PROCEDURES OF THE COMMITTEE

A. Proposals

1. Any unit ~~Department~~ or faculty member may submit a written proposal to the cCommittee secretary in the form prescribed by the UAB and or the GAB.
2. Unit representatives of departments whose proposals are being considered will be present at the meeting to discuss the need for the course and to offer information concerning such matters as course content, catalog description, instructor, level at which the course is to be taught, and other pertinent issues.

~~However once the Committee constitutes itself and begins committee of the whole discussions, guests are welcome to attend but may not participate in discussions unless requested by the Chair.~~

33. The proposing unit ~~Department or Departments~~ are is responsible for checking all College CHSW Curriculum Committee, Undergraduate Academic Board (UAB), and/or Graduate Academic Board (GAB) guidelines to make sure proposals conform to them. ~~Departments~~ Units may request assistance from the curriculum committee in proposal preparation.

Formatted: Indent: First line:

~~4. Guests are welcome to attend but may not participate in discussions unless requested by the chair.~~

B. Agenda

1. The agenda for each meeting of the cCommittee must be posted on the college's website prior to each meeting.
2. Proposals shall be discussed at the next regular meeting after notice to the cCollege faculty by distribution of the agenda, or at a subsequent meeting if the agenda is unusually lengthy.
 - a. Each course proposal will have a first reading by the committee. If the committee is satisfied that the proposal meets the existing guidelines and that it clearly communicates the desires of the proposing department, ~~it votes to move the proposal to a second reading without recommendations~~ it votes to conditionally approve the proposal barring the receipt of any comments during the circulation period. If the committee finds technical errors or a lack of clarity, it should bring them to the attention of the proposing ~~department~~ department-unit so that corrections may be made during the ~~circulation~~ circulation period ~~before a second reading~~. (See Appendix A for the Guidelines for Technical Review.)
 - b. ~~Following the first read,~~ each course proposal will be kept in the cCollege office for one week in which classes are in session during fall and spring semesters. Anyone in the cCollege may raise objections in writing with the ~~Dean's representative~~ committee secretary to the cCurriculum cCommittee at any time during this period. A copy of the objection(s) will be filed with the proposal in the cCollege office. In addition, anyone noting errors in form may notify the department.
 - c. A second reading shall take place no sooner than one week after distribution of the minutes noting any issues.
 - d. Further delay must be granted if, in the opinion of the cCurriculum cCommittee cChair, further time is needed to permit adequate consideration of controversial matters.
 - e. After approval, a proposal shall be sent immediately to the next appropriate level.
 - f. If a proposal is defeated, the ~~department~~ department-unit may request a written statement of reasons for rejection. Such requests must be received no later than two weeks after the proposal was rejected. The request must be acted upon at the first regularly scheduled meeting after its receipt.

Formatted: Space After: 12 pt

Formatted

Formatted: Space Before: Auto, After: Auto

g. ~~If a proposal has been submitted to the cCurriculum cCommittee and no action is reported after a reasonable time, or it is believed that improper procedures have been followed or that unwise actions have been taken, the proposing agency may appeal to the Dean's office for assistance in achieving expeditious and wise actions.~~

Comment [RHM1]: vague. How about arbitrary, capricious, or error

Comment [RHM2]: wise actions?

The proposing agency may appeal to the Dean's office if the committee has not acted in a reasonable amount of time or if it is believed that improper procedures or actions have been taken.

3. Robert's Rules of Order shall be the guide for questions of procedure during Ccommittee meetings.

4. Guests are welcome to attend but may not participate in discussions unless requested by the chair.

C. Approval

A proposal is deemed approved when the number of "yes" votes is a majority of all voting members present. No single department shall constitute the majority of votes on any proposal before the committee.

Formatted: Indent: Left: 0.5", First line: 0", Space Before: Auto, After: Auto

D. Minutes

Minutes of the meetings of the cCommittee must be sent will be available on the College's web site to all members of the faculty of the College of Health and Social Welfare and to other persons as required.

E. By-Laws Changes

1. Changes in these Byby-Lawslaws, which do not alter the intent of the Byby-Lawslaws, shall be handled in accordance with Committee committee Proceduresprocedures.
2. Changes described in IV.E.1 must be approved by a two-thirds majority of the votes cast by the voting members of the College of Health and Social Welfare Curriculum Committee.
3. Any changes in these Byby-Lawslaws, except those described in IV.E.1, must be approved by a two-thirds majority of the votes cast by members of the faculty of the College of Health and Social Welfare.

F. By-Laws Distribution

The ~~Office of the Dean~~secretary shall be responsible for ~~distributing~~posting copies of the ~~By-Laws~~laws to all new members of the faculty of the College on the college web site, ~~by October 1~~ and to other faculty members ~~on request~~.