

BY-LAWS

FACULTY SENATE CURRICULUM COMMITTEE

ARTICLE I: NAME

This committee shall be called The Faculty Senate Curriculum Committee, hereinafter known as “the Committee,” “FS Curriculum Committee” or “FSCC.”

ARTICLE II: PURPOSE

The FSCC is a standing committee of the Faculty Senate. The charge of the committee, as outlined in the Faculty Senate Constitution, is as follows:

This committee will be responsible for program coordination and facilitation of curricular innovation, helping to coordinate program development in the several University academic constituencies. Other duties will include library, technology issues, study abroad and core. (Article V, Section 6, Item 2)

The purpose of the Committee is to review and approve or reject all petitions generated by the faculty and delivered by the school/college Curriculum Committees related to academic programs, majors, minors, CORE curriculum, certificates, courses and their requirements at Roger Williams University at both the graduate and undergraduate level. This information is outlined the RWU Curriculum Policies and Flowchart.

ARTICLE III: MEMBERSHIP

(see [Faculty Senate Constitution](#) and [Faculty Senate ByLaws](#))

Composition and structure of the FSCC. The FS Curriculum Committee is a standing committee of “up to ten (10) full-time faculty members, no more than one from each school or division. The committees are encouraged to invite members of the university community who may be helpful to the discussion of given issues” (Article V, Section 1). The Committee reports to the Faculty Senate and forwards its recommendations to the Faculty Senate at each Senate meeting.

Membership/election and appointment to the Committee. The membership of the FS Curriculum Committee consists of up to 10 voting members, one from each school/college or library. The committee is constituted as follows:

- Committee Chair:
 - A chair, chosen from the Senate shall convene each standing committee. The chair will also serve as the representative from his/her school or division (Article V, Section 2). The chair is elected by the Faculty Senate at the Organizational Meeting at the end of May of the current academic year for the following Academic Year.
- Committee Members:
 - The FSCC is a committee of the Senate and, insofar as it is practicable, seeks its members first from the Senate body. For schools or divisions where no Senator is available to serve, the Dean of the school or college shall be asked to provide a faculty member to serve as a representative.
- Ex *Officio* members:

- Ex-Officio members participate at the invitation of the committee (Article V, Section 1).
- Full-time faculty members are the only voting members of the Committee. Faculty members commit to attend all scheduled committee meetings and participate in all e-ballots. Absence is recorded as “no vote”.
- Eligibility for faculty membership is reserved for tenure/tenure-track members of the University.

Terms of appointment. Sabbatical replacements. Should a sitting member of the curriculum committee be awarded a sabbatical or leave of absence as outlined in the RWUFA Contract, during his or her term in office, the Senate will run an election for an interim representative for the appropriate division during the last semester prior to the sabbatical.

ARTICLE IV: FUNCTIONS

The Committee shall:

- Review (approve, table or reject) all University undergraduate and graduate curriculum proposals, including programs, majors, minors, CORE curriculum, certificates, courses, and their respective requirements.
- Review criteria are described in the policies and guidelines established by the Faculty Senate. (See RWU Curriculum Policies)
- Establish and publish formal procedures and guidelines to carry out these functions:
 - The scheduling of regular monthly meetings throughout the academic calendar year. This schedule will be posted in advance of the upcoming academic year so that faculty will be aware of the meetings for curriculum planning purposes.
 - The acceptance of petitions for review from the University’s schools and colleges.
 - The advising of petitioning faculty and reviewing committees regarding established guidelines and criteria.
 - The voting on curriculum petitions in a meeting or via an e-ballot.
 - Electronic voting (e-ballot) is acceptable for minor changes and second readings. The e-ballot does not allow for a rejection of a proposal. The options are “Approve” or “Bring to the Meeting”. The results of all electronic votes are posted on the RWU curriculum site (Curricunet) and recorded in the Committee’s minutes.
 - The FSCC Chair makes the decision regarding which petitions will be voted on via e-ballot.
 - All major changes, new courses, new programs that result in new course offerings shall require two readings. Petitions can be tabled at either reading. Votes on second readings may be done by e-ballot.
 - All proposals submitted to the FSCC shall be complete and follow the format approved by the Faculty Senate in the RWU Curriculum Policies.
 - Review of petitions shall proceed as follows and as time allows:
 - 1) Second Readings (major changes, new programs and new courses)
 - 2) Minor changes *
 - 3) First Readings (major changes, new programs and new courses) *

*Minor or Major Program Modification requiring New Courses or New Program petitions will be read/reviewed AFTER the New Courses involved have been reviewed and approved.

ARTICLE V: MEETINGS

- *Meeting Management.* Meetings will be conducted according to the By-Laws and the current edition of Robert's Rules of Order.
- *Quorum.* A quorum shall consist of two-thirds of the voting members (up to 10) of the Committee. In the absence of a quorum, proposals may be reviewed and discussed, but no votes may be taken.
- *Meeting frequency.* The FSCC meets for at least 2 hours monthly, the second Wednesday of each month during a semester term – beginning in September and ending before the last Senate meeting of the Academic Year. Additional meetings in the course of the month shall be held as needed.
- *Meeting schedule.* The Chair schedules the meeting dates and location. The schedule is announced in advance of the beginning of the academic year to facilitate faculty curriculum planning. Faculty seeking membership to the FSCC commit to attending these meetings and to voting on any e-ballots.
- *Open meetings.* Meetings of the FSCC are open however, to facilitate accommodation of visitors and observers, prior notice is requested as a courtesy. Representatives of departments whose proposals are being considered are welcome to attend the meeting to present their proposals and answer any questions or concerns from the committee.

ARTICLE VI: CHAIR RESPONSIBILITIES

- The Chair reports to the Faculty Senate and to the faculty body through the minutes of the FSCC posted on the RWU Curriculum site and the Faculty Senate site. The Chair is also responsible for providing a complete record of each curriculum petition under review to the Faculty Senate Curriculum Committee.
- The Chair calls all meetings of the Committee; arranges meetings with representatives of other curriculum committees; presides at the meetings of the Committee; forwards all approved petitions to the Faculty Senate Curriculum Committee; consults with individuals desiring to bring petitions before the Committee.
- *Agenda.* The agenda for each meeting of the Committee is created by the Chair and released to all members of the FSCC no later than forty-eight hours prior to each meeting.
- *Votes, questions, concerns and requests regarding a petition.* The Chair communicates the status of the petition and the need for any required information via the Comment function on the petition after the committee determinations. . These comments must be recorded in a timely fashion affording the petitioner time to address any issues prior to the next meeting or a planned e-ballot.
- *Minutes.* The Chair publishes the minutes one week before the senate meeting in order to provide a complete record as the petition moves forward to the Faculty Senate. Every effort must be made to approve the FSCC draft minutes before the Senate meeting in which the petitions will be ratified.
- *Oversight.* The Chair monitors and manages the flow of all approved curricula through the curriculum process until there is evidence of an approved petition in the catalog.

ARTICLE VII: VOTING

- Decisions taken in a meeting require a majority vote of voting members present, and paper proxy votes are not permitted.

- Decisions taken in an e-ballot require a unanimous vote for each individual item. Any item where a single vote is “Bring to Meeting” results in that item being on the agenda at the next FSCC meeting. Electronic votes must be noted in the minutes of that month’s meeting as an addendum if the vote falls after the meeting but before the Senate meeting.
- The tally of the vote shall be recorded as for-against-abstain-no vote (absent), ex. 8-0-0-2, for 8 for and 2 not voting.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any meeting of the Committee. Notice of the proposed amendment, together with the text of the proposed amendment, shall be sent to the membership by the Chair at least fifteen (15) days before the meeting at which the amendment is to be voted upon. The affirmative vote of two-thirds of the voting members present and voting at such meeting shall be required for the adoption of any amendment.