Curriculum Coordinating Committee

The Overview Function
Curriculum Coordinating Committee (CCC) review is an in-depth examination of submitted documents as to their accuracy, completeness, integrity, consistency, and cohesiveness and coordination at the college level. Approval and Action of CCC agenda items is determined by voting members. Actions approved by the majority of voting members are approved. Action on agenda items may also be tabled or sent back to department for revision. Recommending means that the proposal is either returned to be further developed and resubmitted or it is approved or disapproved.

Scope of Responsibility
The CCC is responsible for reviewing, approving and recommending to the dean initiatives concerning curriculum, programs and policies of COEHD including the addition, revision, alteration or elimination of existing curricular areas. Program issues may include the structures content, and procedures of the graduate, undergraduate and certification areas. Any proposed changes in administrative issues in departments and programs as well as catalog revisions and inclusions that impact above-mentioned areas will be considered by the CCC.

Representation and Election of Members
Members of the CCC include two (2) elected representatives from each of the four academic departments, and one or more at-large member appointed by the dean. All members should have 2 years of experience in a tenure-track position at the university level. The Associate Dean, Assistant Dean, and Department Chair are non-voting members. Elected members serve two years. The Associate Dean and Assistant Dean are co-chairs the CCC.

Election of members shall be conducted in the following manner:

1. Each department within COEHD will elect two eligible voting members on the CCC. Departmental representation and (quorum) is based on the presence of one voting member at the meeting. Each meeting will begin with the designation of one eligible voting member per department member. A second eligible voting member will be empowered to engage in discussion as a committee member, but will not be considered a voting member for balloting purposes during this meeting.
2. Non-voting members to the CCC will include the COEHD department chairs. Department chairs will be encouraged to attend all meetings to provide support, clarification and representation for their respective departments particularly when
decisions affecting their departments are being considered. In addition, guests and other faculty representatives will be allowed an opportunity to provide input into the CCC deliberations as non-voting members. These guests will be excused during deliberation and voting phases of the meeting.

3. The CCC will be co-chaired by the associate dean and Assistant Dean as non-voting members. The dean may in addition appoint one or more non-voting faculty and staff representatives to the committee for purposes of representing COEHD interdepartmental interests such as the impact of for example State regulations of proposed changes.

**Procedures**

1. Faculty members, individually or in groups, may initiate proposed changes to current COEHD curriculum at the program level. These changes include new courses, substitute courses, deleted courses, special topics courses, new programs, altered programs, new degrees, and revised degree plans.

2. Curricular changes proposed in (a) above are forwarded to the respective department chair. Department chairs are responsible for disseminating proposed change to faculty in their program area, facilitating a forum to elicit departmental input and documenting the level program level support for the proposed change. Documentation may be in the form of departmental meeting minutes and/or formal vote.

3. The department chair is responsible for submitting all course/program/degree documents in final, complete form to the appropriate Associate/Assistant Dean at least 14 business days before the next scheduled CCC meeting. The dean’s Office will review the proposals, establish an agenda for the meeting and distribute proposals to CCC members’ review no later than 7 business days before the next scheduled CCC meeting. Proposed changes will only be distributed to the CCC by the Assistant/Associate Dean when they are endorsed by department chair and include documentation of program level support.

4. The agenda of the CCC is published and distributed to all COEHD faculty by the associate dean prior to each CCC meeting. All CCC meetings are open forums.

5. Faculty members responsible for each curricular change to courses, programs, and/or degrees present their proposal to the CCC at the scheduled meeting and make themselves available to answer any questions/concerns raised by the CCC at that time. Department chairs are encouraged to be present at those meetings to support their faculty members.

6. The CCC members by a majority vote may ask for a closed forum following the presentation of a curricular change to discuss the proposal(s).
7. All CCC minutes will be published and distributed to all faculty members within 5 days following each CCC meeting by the co-chairs. The minutes will be maintained in designated Dropbox folder maintained by the dean’s office.

Rules
1. The CCC follows Robert’s Rules of Order.
2. The CCC will publish a calendar of scheduled meetings for each semester and distribute it to all faculty at the beginning of each semester. This calendar should clearly delineate deadlines for submitting proposals for consideration.

Proposing Curricular Changes and Additions
New programs, program changes, new courses or new degrees are initiated at the department level. Programs should seek input from dean and Academic Affairs office when proposing programs that are likely to require additional financial resources. Department-prepared proposals are presented to the Curriculum Coordinating Committee by the appropriate department chair and or faculty representative from the proposing department.

Prepared proposals must be in sufficient detail and final form as to allow the CCC committee review to make an informed decision about the appropriateness and quality of the proposed action. Policy considerations include the following issues: student admissions, retention, certification, graduation, accreditation, accountability and partnership with other entities. Therefore, the CCC is responsible in part for maintaining quality by insuring cohesiveness and integrity of the College in relation to curriculum issues broadly conceived.

Prepared proposals must be accompanied by signed University Routing form indicating the status of cumulative review process by university constituencies. This form will accompany the proposal throughout the entire university review process. Prepared proposals must include:

1. University Routing Sheet (signed by Department Chair)
2. Narrative justification/rationale for proposed change including a statement of the departmental approval process
3. Completed forms for proposed action such as:
   a. New course approval/change forms
   b. Proposed syllabi
   c. Final Proposed Catalog Copy indicating changes to be published

All forms are available on the Academic Affairs web site.
The dean of the College of Education and Human Development is responsible for forwarding CCC proposals to the office of the Provost and Academic Affairs for review and subsequent forwarding to either the Graduate Council or Undergraduate council for review and subsequent routing to faculty senate subcommittee for faculty senate approval. After approval by the Faculty Senate, the changes or additions are forwarded to the president’s office, which forwards them to the Texas A&M University System Board of Regents, if Regent’s approval is required, or directly to the State Board for Educator Certification and/or the Texas Higher Education Coordinating if Board of Regents approval is not required. Upon approval of the State Board for Educator Certification and/or the Texas Higher Education Coordinating Board the changes or additions are implemented. The decision making process terminates with appropriate decision-making body approval.