CURRICULUM AND POLICY COMMITTEE
COLLEGE OF LIBERAL ARTS

TITLE
This organization shall be entitled the “Curriculum and Policy Committee of the College of Liberal Arts.”

PURPOSE
The purpose of this committee shall be to approve all curriculum changes in the College of Liberal Arts. The members shall make recommendations to the Dean of the College of Liberal Arts and advise the dean on such matters as are deemed necessary.

MEMBERSHIP
The committee shall consist of chairpersons of departments in the College of Liberal Arts and the chairperson of the Department of Computer Science. There shall also be four tenured or tenure-track faculty representatives serving three-year terms. The faculty representatives shall be elected from each of the following four categories:

Category I: The Departments of Biology, Chemistry & Biochemistry, Mathematics, and Physics & Astronomy

Category II: The Departments of Classics, English, History, Modern Languages, Philosophy & Religion, and Writing & Rhetoric

Category III: The Departments of Economics, Political Science, Psychology, Public Policy Leadership, and Sociology & Anthropology

Category IV: The Departments of Art & Art History, Music, and Theatre Arts

The Directors of African American Studies, Center for the Study of Southern Culture, Croft Institute for International Studies, Health Professions Advising Office, and the Sarah Isom Center for Women and Gender Studies, will serve as ex officio voting members of the Committee. The Dean of Liberal Arts and the Associate and Assistant Deans will serve as ex officio non-voting members of the Committee. The dean (or his/her designate) will chair meetings of the Committee.

MEETINGS
The committee shall meet once a month during the calendar year, except for May and December. Special meetings will be held as deemed appropriate by the dean. The dean may propose that matters requiring expedient action be put to an email vote.

VOTING PROCEDURES
Voting by Curriculum Committee members shall be conducted as follows:

A. Each voting member of the Curriculum Committee shall have one vote. If a voting member is absent, a designated alternate may serve as proxy for the vote. Alternates must be designated via email to the Dean's Office at least 24 hours prior to the vote.

B. The committee chairperson may exercise the right to vote only in the event of a tie.

C. Voice votes shall ordinarily be the method of recording decisions. In special circumstances, a vote by secret ballot may be called at the chairperson's discretion.
D. A quorum shall exist when one over half of the Curriculum Committee membership is in attendance. The committee chairperson must be in attendance.

E. Email votes may be initiated by the dean. The call for a vote shall be sent by email, with responses requested within three working days; if three or more members of C&P register an objection to the email vote within the three day window, the matter must instead be put on the agenda of a C&P meeting for discussion and vote. An email vote is binding only when a quorum of the voting members of the Committee submits votes.

PROCEDURAL POLICIES FOR MEETINGS

A. The official agenda will be distributed to the members of the committee at least two one working days before the meeting.

B. Items of Curriculum Business (course additions, deletions and changes, and other curriculum changes) are added to the agenda through the Academic Council Workflow process or by submitting items to the Dean's Office. Items must be submitted at least a week before the meeting.

C. Items not on the official agenda will not be voted upon at the meeting unless by approval of two-thirds of the C&P members present.

D. Any member of the committee may suggest discussion items or guest speakers to the Dean's Office for addition to the agenda.

E. A recording secretary shall take minutes and provide to the Committee members a written record of Curriculum Committee decisions within a week of the closure of the meeting.

RESPONSIBILITIES OF THE CURRICULUM AND POLICY COMMITTEE

A. To consider and vote upon all curriculum matters in the College of Liberal Arts.

B. To advise and consult with the dean on the formulation and implementation of the general policies of the College of Liberal Arts.

AMENDMENT

This charter may be amended by a majority of those voting at a meeting of the Curriculum and Policy Committee. To be considered, an amendment must be sponsored by five members of the committee and must be circulated in writing to all committee members at least one week in advance of the meeting at which it is to be considered.

Revised: October 2017