

## Curriculum Committee – Operational Details

The approval of courses, course changes, and changes to the Bulletin is the responsibility of the Committee on Curriculum (COC), otherwise known as the Curriculum Committee. The order of events for Bulletin and course changes is:

1. Initiation and discussion by the Department faculty.
2. The Chairs of each Division form the Divisional Committees that meet several weeks before the Executive Committee of the COC to discuss each Department's submitted changes. Each committee of division chairs has to discuss/approve the changes submitted by each Department.
3. The Department Chairs send their approved changes to Karen McCormick (or the Dean's designated administrator). Karen then organizes the changes for each division in a large document (~ 25-30 pages) in order of the Divisions, and includes any non-departmental program changes, e.g. minor in Ethics, minor in Humanities, etc. at the end of the document.
4. The Executive Committee, comprised of one chair from each Division, and one non-departmental representative, meets the week before the COC to vet the submissions from each Division/Department/Program. Questions that the Executive Committee has about submissions are referred to the respective Departmental Chairs by the Divisional representative on the Executive Committee, and revisions or answers are received and settled by the EC or by the chair of the COC in time for Karen to make necessary changes in preparation of the final document of changes to be considered by the full COC (comprised of all College Departmental Chairs, as well as Associate Chairs).
5. The COC meets to discuss the submitted changes in the document and either approves or sends back to the home departments for revision or later submission, the changes found to have issues.
6. The final document of changes is added as an appendix to the Agenda of a College Faculty meeting, where the changes are not approved by the college faculty, but "Any member of the Faculty may move to request that the Faculty reconsider the addition or deletion of any course so listed". The quoted section is from the Faculty Handbook description of the Powers and Duties of the COC.