

WESTERN MICHIGAN UNIVERSITY  
COLLEGE OF ENGINEERING AND APPLIED SCIENCES  
CURRICULUM COMMITTEE OPERATIONAL GUIDELINES

I. STRUCTURE

A. College Curriculum Committee (CCC) Representation

1. The CCC will be comprised of:
  - One faculty representative from each of the academic units in the College selected by each unit using established unit procedures.
  - The Director of Undergraduate Admissions and Advising, exofficio, voting, to also serve as recording secretary.
  - Two Dean's appointees with faculty rank, exofficio, voting.
2. The CCC should also be comprised of:
  - One graduate student with rotating representation from each academic unit nominated by department chair/director, and appointed by the Dean.
  - One undergraduate student with rotating representation from each unit nominated by department chair/director, and appointed by the Dean.
3. A quorum will consist of five faculty and one College administrator.

**B. Terms of Office**

1. Faculty members will serve for three years with terms staggered so that new faculty members join the CCC each year in September (terms expire at the end of the Summer II Semester each year).
- 2.. Student members will serve for one year. Academic units will rotate their representatives as noted above, and the two student members must be from different academic units. The rotation will be as follows:

| <b>Department</b>                                    | <b>Undergraduate</b> | <b>Graduate</b> |
|--|----------------------|-----------------|
| Civil and Construction Engineering                   | X                    |                 |
| Computer Science                                     |                      | X               |
| Electrical and Computer Engineering                  | X                    |                 |
| Industrial and Manufacturing Engineering             |                      | X               |
| Manufacturing Engineering                            | X                    |                 |
| Mechanical and Aeronautical Engineering              |                      | X               |
| Paper Engineering, Chemical Engineering, and Imaging | X                    |                 |
| Civil and Construction Engineering                   |                      | X               |
| Computer Science                                     | X                    |                 |
| Electrical and Computer Engineering                  |                      | X               |
| Industrial and Manufacturing Engineering             | X                    |                 |
| Manufacturing Engineering                            |                      | X               |
| Mechanical and Aeronautical Engineering              | X                    |                 |
| Paper Engineering, Chemical Engineering, and Imaging |                      | X               |

**C. CCC Chairpersons**

1. The CCC will have a chair and vice-chair elected from faculty members of the CCC, and each will serve for one year.
2. The vice-chair will serve as chair in the absence of the chair.

D. Criteria for membership

1. Members should have a clear understanding of the functions of the CCC and of College curricula.
2. Academic unit representatives will be bargaining unit faculty with tenure or tenure track appointments.

II. RESPONSIBILITIES

- A. The chair of the CCC is responsible for convening the meetings, setting a meeting schedule for each semester which will allow for reflection and timely action on proposals, and ensuring that proposals from the CCC are submitted according to University timelines.
- B. Each faculty representative is responsible for attending every meeting. If s/he cannot attend, s/he is responsible for sending a substitute from his/her academic unit. Voting eligibility will be extended to the substitute only if s/he meets the criteria specified in Item I. D. above.
- C. Faculty members represent their respective units. Thus, each faculty member is obligated to keep his/her units informed of Committee actions and, as appropriate, seek input.

III. FUNCTION

The function of the College Curriculum Committee is to review curriculum proposals from the various academic units and recommend action to the Dean. The functions and flow procedures are prescribed by the University policy. The appropriate University policy statements are attached to this document and will be up-dated as necessary.

Each request for a change in curriculum will be approved by the respective academic unit faculty using established academic unit procedures.

Each request for a change in curriculum will be described on the standard University form. This form must be signed by the respective academic unit chair/director signifying that University and academic unit policies have been followed before it is transmitted to the CCC chair.

The University form provides space only for a very brief description of the desired change. It is often desirable to provide a more complete description of the need for or description of the change in a supplementary document. This supplementary document can be very helpful and often is critical as the request flows through the various University committees and councils. Among the kinds of information which may be useful are the following:

1. Problem statement
2. Goals and outcomes
3. Rationale
4. Description of the program, course or activity
5. Cooperation from other University groups
6. Evaluation

In addition, all requests for new courses must be accompanied by the proposed course syllabus.

In accordance with University policy, academic program improvements as defined by University policy, must be placed on the agenda of the CCC.

Substantive course changes and miscellaneous course changes which do not affect other units do not require placement on the CCC's agenda. These changes may be approved administratively after review by the CCC chair and forwarded to the Dean for consideration. Two weeks prior to approval and forwarding to the Dean, the CCC chair will provide announcements of these changes. The CCC chair, however, may place substantive course changes and miscellaneous course changes on the CCC agenda if s/he deems it appropriate.

#### IV. CONDUCT OF BUSINESS

Approval of motions will require a simple majority of the quorum.

Approved by College Curriculum Committee November 2, 2005  
Approved by the Dean March 13, 2006