

COLLEGE OF HEALTH CURRICULUM COMMITTEE

POLICY FOR CURRICULUM CHANGES

All proposed curriculum changes must be voted on at the departmental level. A memo from the department chair to the curriculum committee must accompany each proposed curriculum change. Proposed curriculum changes which do not pass the departmental vote will not automatically be considered by the curriculum committee. The committee will consider a proposed curriculum change which did not pass the department vote if a member of the department makes a formal written request to have the proposed change considered.

Departments may choose to have curriculum committees at either the discipline or department level, but these are not required. If curriculum committees are utilized, votes by these committees may be presented to the college curriculum committee along with the required departmental vote in support of the proposed changes. Votes by discipline or department curriculum committees are not required.

Proposals for curriculum changes presented to the college curriculum committee must include in addition to the required departmental vote, all documentation required by the Academic or Graduate council. Proposed changes which do not include both the memo summarizing the departmental vote and all required Academic or Graduate Council documentation will not be considered. **No curriculum changes will be implemented without College of Health Curriculum Committee approval.**

- A. Membership.** The College Curriculum Committee will be composed of two representatives from each of the College units. These representatives should be able to address undergraduate and graduate curriculum issues.
- B. Chair.** The chair of the College Curriculum Committee will, in most cases, be the Associate Dean upon the approval of the committee members.
- C. Duties.** The duties of the College Curriculum Committee are to address curriculum issues of the College, make curriculum recommendations to the Academic and Graduate Councils, monitor the core of the College, and report curriculum decisions to the Dean.
- D. Meetings.** The chair of the committee will call the meetings and set the agenda after consulting the schedules of the membership. Meetings will normally be held monthly prior to the meetings of Academic and Graduate Council. This gives the College Curriculum Committee time to process any paperwork needing to be moved forward to either committee.

