

**THE UNIVERSITY OF AKRON
BUCHTEL COLLEGE OF ARTS AND SCIENCES**

GUIDELINES FOR CURRICULUM COMMITTEE OF BUCHTEL COLLEGE COUNCIL

(Adopted by Buchtel College Council - 4/30/92; 12/6/04)

1. **Standing Committee Name: Curriculum Committee**
2. **Functions**
 - A. To review curriculum changes and additions submitted by the departments of the College, and recommend approval or disapproval to the Buchtel College Council.
 - B. To review the current set of Procedures for Submitting Curriculum Changes and make any necessary changes. These Guidelines shall then be sent to the Departments by the Dean's Office.
3. **Committee Membership**
 - A. The Committee shall be composed of the Dean of the College, who shall be a member ex-officio, and six faculty from the College, two members to be chosen from each of the three divisions of the College; and as far as practical, only one member from any one department.
 - B. The six faculty shall hold staggered two-year terms. At the first meeting after the establishment of this Committee, the members will determine by lot those three whose initial terms will be for two years. Three new members will be appointed each year.
 - C. The Curriculum Committee shall elect a chair from among its members and notify the Buchtel College Council of his/her selection.
4. **Procedures for Submitting Curriculum Changes**
 - A. All course change proposals must follow the format as specified by the Office of the Provost and should correspond to the College's "Procedures for Submitting Curriculum Changes" as approved by Buchtel College Council.

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5. Curriculum Proposal Deadlines

- A. Effective Fall Semester, 2005, all proposals for curriculum changes, additions, and deletions are due by the end of the fourth week of the Fall Semester, but no later than October 1. These proposals will be processed during the Fall Semester and with approval will be published in the printed copy of the student bulletin.

NOTE: the proposal on-line system is available beginning in April. Departments should plan curriculum proposals accordingly.

- B. Any proposals submitted after the Fall deadline will be considered by the Curriculum Committee of the BCC contingent upon the following:
1. The proposal is submitted no later than the end of the fourth week of the Spring Semester.
 2. Processing of a proposal after the Fall deadline is subject to approval by the Curriculum Committee of the BCC. Proposals not approved for review will be returned to the submitting unit for resubmission in the new curriculum database (available in April of the Spring Semester).

6. Committee Procedures

- A. No Committee action may be taken until a period of two weeks following the date of circulation has elapsed.
- B. The Chair of the Curriculum Committee shall invite the departments making and objecting to a proposal to send a representative at the time of Committee deliberation for purposes of participation in the proposal's discussion.
- C. Whatever action the Committee takes will be communicated in writing to the Buchtel College Council. This communication shall include the vote of the Committee, any modifications in the original proposal that the Committee approves, and the reason(s) for approval or rejection.
- D. Prior to the last meeting of the Buchtel College Council each academic year, the Chairman of the Curriculum Committee shall submit a written report of the Committee's activities during that year to the Buchtel College Council.

7. **Buchtel College Council Procedures**

A. The Buchtel College Council has the responsibility to take prompt action on Committee recommendations, either approving or disapproving each proposal forwarded from the Committee.

B. If the proposal is approved by Buchtel College Council, the originating department shall forward one copy of the proposal in its approved form to the Dean's office for distribution to appropriate faculty and administrative personnel.

C. Proposals disapproved by the Buchtel College Council may be resubmitted, at a later meeting, directly to the Buchtel College Council or may be reconsidered at a regular meeting of the College.

12/6/04

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