

University of Central Oklahoma

Operating Code of the Academic Affairs Curriculum Council

ARTICLE I. NAME

This organization shall be called the Academic Affairs Curriculum Council of the University of Central Oklahoma.

ARTICLE II. PURPOSE

The Academic Affairs Curriculum Council surveys the academic needs of the faculty and the undergraduate students of the university and makes provisions for these needs. The Council is charged with reviewing and making recommendations on all proposed new courses, courses associated with new programs/majors, and all course changes or program changes. The Academic Affairs Curriculum Council also assists in the development of academic policy, and, upon the request of the Office of Academic Affairs, will discuss and make recommendations on a wide range of academic issues. As such, the Academic Affairs Curriculum Council is an integral part of the governance system of the University, serving the needs of the students, the faculty, and the Office of Academic Affairs.

ARTICLE III. RESPONSIBILITY FOR DIRECTION OF THE ACADEMIC AFFAIRS CURRICULUM COUNCIL

The direction of the Academic Affairs Curriculum Council shall be given to the Vice President for Academic Affairs designee, who, as Council Chairperson, shall preside over the meetings of the Council. These meetings, and the work of the Academic Affairs Curriculum Council, are subject to the regulations of the University, the Regional University System of Oklahoma, and the Oklahoma State Regents for Higher Education.

ARTICLE IV. REPRESENTATION

The membership of the Academic Affairs Curriculum Council shall be made up of administrators, full-time faculty, and students according to the following:

Section 1. Administrative Representatives.

A. Ex Officio *voting* membership.

Each College Dean shall, by virtue of his or her office, be a voting member of the Academic Affairs Curriculum Council. Deans have the expressed prerogative of

having their Assistant Dean attend Council meetings on their behalf; in such cases, the Assistant Dean has full voting privileges.

B. Ex Officio *non-voting* membership.

The following or their designees:

1. Vice President for Academic Affairs.
2. An Assistant Vice President for Academic Affairs.
3. The Dean of Graduate Studies and Research.
4. The Director of University Libraries.
5. Assistant Registrar, Degree Audit.
6. The Curriculum Committee Chair from each college, unless they have been elected as a voting member. These individuals will act as liaisons between college curriculum team members and the Academic Affairs Curriculum Council.
7. University Core Committee representative.
8. Council on Teacher Education representative.

Section 2. Faculty Representatives.

A. Full-time teaching faculty membership.

The full-time faculty of each of the five Colleges shall elect three representatives from their College to serve as *voting* members of the Academic Affairs Curriculum Council. The term of service on the Council is three years, with one of the three representatives being elected each academic year. It is recommended that elected faculty members from each of the colleges have at least one year of experience on a college/department curriculum committee or previous membership on the Academic Affairs Curriculum Council/Graduate Council.

Terms shall begin and end at the beginning of an academic year. If a faculty member is unable to finish his or her term in the Council, then the Dean of the College shall appoint a replacement for that member, and the replacement representative will complete the rest of the original term. The following election procedures will be used to determine full time teaching faculty membership:

1. In March, the deans of the five colleges shall notify their full-time faculty of a vacancy on the Council for the next academic year.
2. After a filing period of not less than one week, an election by ballot will be held. Ballots shall be counted in the dean's office in the presence of the assistant dean.
3. The winner of the election shall be the person who receives at least fifty percent of the votes. If a simple majority is not received by a candidate, a run-off election between the two top candidates will be held. In the event of a tie, the dean shall cast the tie-breaking vote.

B. Faculty Senate membership.

The Academic Affairs Committee of the UCO Faculty Senate works with the Office of Academic Affairs on matters of mutual concern. The Senate Committee will have at least one representative from each of the five colleges. The five Senate representatives elected to the university Academic Affairs Council will automatically be appointed to this Senate standing committee.

Concurrent with the spring election of the Senate executive officers, there will be an election of Senate representatives to either a one (1) or two (2) year term on the Academic Affairs Curriculum Council at the discretion of the Faculty Senate.

The names of these representatives shall be forwarded to the Academic Affairs Curriculum Council secretary by the end of the spring semester. The Academic Affairs Curriculum Council prefers senate representatives serve two (2) year terms when practical.

Section 3. Student Representatives.

The President of the Student Association may appoint up to four student representatives to the Academic Affairs Curriculum Council. They shall be appointed for annual terms. The student representatives should be selected no later than the end of the first week of classes in the fall semester, and they will serve for the remainder of that academic year. In the event of a student vacancy, the Student Association President will appoint a replacement that will serve for the balance of the term.

ARTICLE V. COMMITTEE STRUCTURE

Section 1. Executive Committee.

The Council Chairperson and the Chairs of each of the Curriculum Committees shall constitute the Executive Committee of the Academic Affairs Curriculum Council. The Council Chairperson shall be the Chair of the Executive Committee. The duties of the Executive Committee shall be:

- A. To assist the Council Chairperson in the preparation of the agenda for Council meetings.
- B. To consult with the Council Chairperson whenever consultation is necessary.
- C. To establish Sub-Committees as needed.
- D. To recommend items for consideration by the Council.
- E. To assist the Council Chairperson in preparing material to be sent forward for final review and approval.

Section 2. Curriculum Committees.

Academic Affairs Curriculum Committees shall be established as needed at the beginning of the academic year by the Council Chairperson. At the first meeting of the academic year, each Curriculum Committee shall elect a Committee Chairperson to serve for the duration of the year. Each Curriculum Committee may have student representation. The primary duties of the Curriculum Committees shall be to review new courses, courses associated with new programs/majors, and/or changes to extant courses or programs, and make appropriate recommendations to the Council to assist it in approving or rejecting the matters under review.

Section 3. Sub-Committees.

Ad hoc Sub-Committees may be established by the Executive Committee as needed.

Section 4. Committee Operation and Organization.

Each Curriculum Committee will meet as often as necessary to perform its assigned tasks. Committees will also elect an Assistant Chairperson at their first meeting. A full report of the activities of the Committee shall be given by the Committee Chairperson or Assistant Chairperson at each of the regular meetings of the Council. Committee chairs will also submit a written summary of their report to the Council Secretary to facilitate the taking of the official minutes of the Academic Affairs Curriculum Council.

ARTICLE VI. MEETINGS

Section 1. Regular Meetings.

The Academic Affairs Curriculum Council will generally meet monthly during the academic year. Quorum shall be required at all Council meetings. The regular meetings shall be chaired by the Council Chairperson and shall operate in accordance with *Robert's Rules of Order*. A notice of an up-coming meeting shall be provided in writing, along with an agenda and minutes of the previous meeting, no less than one week before the meeting.

Section 2. Special Meetings.

In consultation with the Executive Committee, the Council Chairperson may call special meetings as needed, both during the academic year and/or during the summer semester. However, as with regular meetings, quorum shall be required to conduct official business.

Section 3. Minutes.

In accordance with *Robert's Rules of Order*, minutes shall be recorded at all meetings of the Academic Affairs Curriculum Council by a designated Council secretary. These minutes shall be substantive in content, and shall constitute the official record of the transactions and proceedings of the Council. Copies of the minutes of a previous meeting shall be included with the agenda that is distributed to Council membership one week before each meeting. Approval of the minutes shall appear as an official agenda item at all meetings. An official copy of the minutes will be kept on file in the Office of Academic Affairs.

ARTICLE VII. AMENDMENTS

This operating code may be amended at an Academic Affairs Curriculum Council meeting by a two-thirds vote of those present, provided that the proposed amendment has been submitted to members of the Council in writing in advance of the meeting, and there is given ample time for discussion at the meeting.