

**Arkansas Tech University – Ozark Campus
Curriculum Committee**

Bylaws

Function: The function of the Curriculum Committee is to monitor program curriculum and all proposed course changes, and evaluate program change proposals recommended by Program Chairs and CAO.

Purpose: The purpose of the curriculum committee is to ensure high quality classroom and learning experience for ATU - Ozark students by systematically and routinely evaluating course proposals, degree programs, proposed degree requirements for graduation and certification, and by ensuring effective and efficient use of instructional resources relating to curricula.

Members: As per the Faculty Handbook, membership shall consist of faculty representatives of each area serving staggered one-, two- and three-year terms based on the academic year, July 1 – June 31. When a member's term is ended, the area will elect a candidate for the committee and recommend to the Chief Academic Officer. The Registrar and the Chief Academic Officer will also serve as ex-officio members.

Calendar: The Curriculum Committee will meet once per month. Major change requests requiring Board approval must be submitted to the Curriculum Committee by October 1; the Curriculum Committee will respond to major change request by October 15.

Boundaries and Chain of Command: The Curriculum Committee shall vote on proposed items following process regulations and will report results to the Chief Academic Officer. These items of involvement shall include additions and /or modifications of course prefixes, numbers, content, description, and titles. It shall also include program requisites, pre-requisites, and fee attachments as course requirements.

Process Regulations: The Curriculum Committee shall adopt a set of operating procedures for conducting business of the committee. Robert's Rules of Order shall be used to conduct all meetings. The committee will have a chairperson, a recorder and any other officer deemed necessary. The official records for this committee shall be housed in the Academic Affairs Office of the Ozark Campus, on the shared University drive.

Appeals or Bypass Regulations: Any appeal or bypass may be requested in writing to the Chief Academic Officer who shall decide to recommend to the committee to review the criteria.

Approved by Dr. Jacobs via email on 10/24/2022.