

Procedures Manual

1. The Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy at the university, shall cooperate with other individuals, groups, or committees at the university in carrying out its duties. The committee shall review and recommend changes to academic policy (section five of the CWU Policies manual, Curriculum Policy and Procedure). It shall perform other duties as may be requested by or approved by the Senate Executive Committee
2. Responsibilities of the FSCC
 - 2.1 Establish the curriculum policy for the university in accord with state rules and regulations.
 - 2.2 Maintain and disseminate the curriculum procedures found in section 5-50 of the Central Washington University Policy Manual and 2-50 CWU Procedure Manual.
 - 2.3 Evaluate proposed new curriculum and curriculum changes in accordance with the policies outlined in section 5-50 of the CWU Policy Manual and 2-50 CWU Procedure Manual.
 - 2.4 Operate on the charges presented by the Faculty Senate Executive Committee.
 - 2.5 Initiate additional charges as determined by the committee members.
 - 2.6 Develop catalog and course deadline schedule in April/May of each year for the next academic year.
3. Election of Chair-Elect
 - 3.1 Nomination process: During spring quarter or at the first regular meeting of the FSCC, the committee chair or designee will accept nominations for committee chair-elect from members.
 - 3.2 Election process: If there is more than one nominee, voting will be held by secret written ballot; otherwise by voice vote.
 - 3.3 The chair-elect will serve as committee chair in absence of the committee chair. If the chair-elect is unable to serve as committee chair, the Faculty Senate Executive Committee will appoint an interim committee chair for the remainder of the academic year.
4. Responsibilities of the Chair
 - 4.1 Determining meeting days and times: (Note: The FSCC meets on the first and third Thursdays of each month at 3:10 to 5:00 p.m. during the academic year.)

- 4.2 Presiding over meetings.
 - 4.3 Setting the agenda.
 - 4.4 Managing committee workload.
 - 4.5 Ensuring that the committee meeting minutes are forwarded to the Faculty Senate office.
 - 4.6 Reporting on the work of the committee to the senate and reporting the Faculty Senate work to the FSCC.
 - 4.7 Presenting motions to the Faculty Senate Executive Committee for senate consideration.
 - 4.8 Working in collaboration with other senate and University committee chairs (as needed).
 - 4.9 Preparing the presenting committee's annual report to the Faculty Senate Executive Committee.
 - 4.10 Fulfilling the committee responsibilities as outlined in Section 2.
5. Responsibilities of the Committee Administrative Assistant
- 5.1 Prepare meeting minutes which should include: date and time of meeting; names of attending and absent committee members; and motions to be presented to the faculty senate (precisely worded).
 - 5.2 Forward approved motions to the faculty senate concerning policy and/or curriculum.
 - 5.3 Forward approved minutes to the faculty senate office.
 - 5.4 Arrange location of meetings and equipment needed for telephone connections or presentations.
 - 5.6 Update section 5-50 of the CWU policy manual and curriculum forms as needed and forward to the appropriate department for posting on the web.
 - 5.7 Distribute catalog and course deadline schedule in April/May of each year for the next academic year. Distribute reminder memo in fall.
6. Responsibilities of Provost or designee office
- 6.1 Construct, maintain, and disseminate the curriculum summary log for comment by the CWU faculty, staff, and administration.

- 6.2 Following each meeting, contact originator of proposal for corrections or additions to proposals as noted by a FSCC member on the curriculum review form.
 - 6.3 Track curriculum approval process and forward proposals to appropriate agency.
 - 6.4 Maintain master curriculum files.
 - 6.5 Ensure received proposals are reviewed for completion of signatures, information, and attachments.
7. Responsibilities of Committee Members
- 7.1 Attend committee meetings.
 - 7.2 Actively participate in fulfilling the duties of the committee as outlined in Section 2.
 - 7.3 Review proposed curriculum according to Section 5-50 of the CWU Policies Manual.