

**JERRY and VICKIE MOYES COLLEGE OF EDUCATION
CURRICULUM COMMITTEE (MCOECC)
GUIDELINES AND PROCEDURES**

1. Specific guidelines and procedures have been developed and approved (by the Leadership Council) to enable the committee to function more effectively, especially since the members change on a rotational basis.

2. The Chair of the MCOECC will establish a yearly schedule, during the first three weeks of the school year, in conjunction with the submission deadlines established by the Curriculum and General Education Committee. The schedule will be made available to the Dean of the Moyes College of Education, Department Chairs within the College of Education, Chair of the University Council on Teacher Education, Secretary of Faculty Senate, and all MCOECC members.

3. Order of the approval process needs to be followed. (Emergency meetings may be approved by the Dean of the Moyes College of Education and/or chairs of the appropriate committees.) The approval process appears to be the following: Library Resource Approval (when applicable), University Council on Teacher Education, and the Teacher Education Department (when applicable). Approval sequence is as follows: Department Chair, College of Education Curriculum Committee, Program Director or ATE Director (when applicable), Dean of the College of Education, University Curriculum Committee and Faculty Senate.

4. Information regarding the process, procedures, and deadline dates for submitting curriculum and course proposals should be made available to the faculty by the department chair within that specific department. Any questions should be directed to the MCOECC member representing that department.

5. In all instances, it is necessary to see the course syllabus in order to make a valid decision on the proposal. The syllabus or outline should contain sufficient detail that allows the reader to understand the degree to which the requirements are met. If it is not readily obvious from the syllabus, it may be desirable to attach student assignments and other supplementary materials. The proposal forms and the course syllabus are the documents used for determining approval or denial of the proposal. However, it is not the MCOECC committee's responsibility to become an editing committee.

MOYES COLLEGE OF EDUCATION CURRICULUM COMMITTEE

RESPONSIBILITIES:

The Moyes College of Education Curriculum Committee (MCOECC) shall study and evaluate the curriculum needs of the college. The committee will consider specific proposals from instructional departments or individual faculty members, including programs and courses in the Child and Family Studies, Health Promotion and Human Performance, and Teacher Education Departments.

The MCOECC will develop a yearly schedule of meetings in conjunction with the University Council on Teacher Education and the Curriculum and General Education Committee. The Dean of the Moyes College of Education (MCOE) and all department chair persons will be notified of the schedule. A list of the MCOECC members will be distributed to the Dean of the Moyes College of Education and all department chairpersons.

COMPOSITION:

In order to promote equity of representation and increase communication across the Moyes College of Education, it is recommended that each department have two representatives on the Moyes College of Education Curriculum Committee. This should occur on a rotational system allowing new members to serve with experienced continuing members.

- The two members serving from each department serve for a three-year term.
- If for some reason a member of the committee is unable to serve, the replacement committee member will complete the term of the person they replaced.
- Committee members may serve additional terms, but it is recommended that this duty does not fall on any one-faculty member within a department.
- The chair of the committee has a two-year term.
- The chair is also rotated among the departments to promote equity of representation. The rotation sequence is as follows:

Child and Family Studies
Health Promotion and Human Performance
Teacher Education

- The chair of the committee is selected by the committee members.
- If selected as chair your first year, your term is completed in two years.

At the end of each school year the Department Chairs are notified if they need to appoint a member to the committee from their department.

COMMUNICATION WITH THE DEAN OF THE MOYES COLLEGE OF EDUCATION, DEPARTMENT CHAIRPERSONS AND COMMITTEE MEMBERS:

At the beginning of each academic year, the chair of the MCOECC will send a memo to the Dean of the Moyes College of Education, Department Chairpersons, and Committee Member's with a list of all members and their respective phone numbers, mail codes, and the yearly schedule of meetings.

The Chair of the MCOECC will be responsible for maintaining a file in his/her office of all program and course proposals acted upon by the committee. This file is to be made available upon request.

SUBMISSION OF CURRICULUM PROPOSALS:

All departments and/or faculty initiating curriculum proposals will be responsible for preparing the appropriate forms and pertinent information regarding the proposals. These proposals, with Library resource approval (when applicable), University Council on Teacher Education, and the Department of Teacher Education (when applicable) will be delivered to the Chair of the MCOECC on or before the deadline date specified on the meeting schedule. (Original, 6 copies and a disk) Once signed by the MCOECC, the approved proposals will be delivered to the Dean of the MCOE for signing and then to the Faculty Senate office. The Senate office will package the information for the purpose of review by the University Curriculum and General Education Committee, Executive Committee, Faculty Senate, and the Academic Affairs Office.

CURRICULUM COMMITTEE PROCEDURES:

Program and course proposals must be signed by the Library (when applicable), the Department of Teacher Education, the University Council on Teacher Education (when applicable) and the Department Chair prior to submitting the proposals to the Moyes College of Education Curriculum Committee. If approved by the Moyes College of Education Curriculum Committee, the proposals will be delivered to the Dean of the Moyes College of Education for signing. Once signed by the Dean, the proposals will be delivered to the Faculty Senate office to be packaged and distributed at the University Curriculum Committee meeting. If the proposals are approved, they will go next to the Executive Committee and then Faculty Senate.

CURRICULUM COMMITTEE REVIEW PROCESS:

1. To determine if the appropriate forms have been filled out. (If not, the proposals will be returned.)
2. To determine if forms have been completed and that all necessary information is attached. (If not, the proposals will be returned.)
3. To determine if the forms have all the necessary signatures prior to coming to the MCOECC. (If not, the proposals will be returned.)
4. To evaluate the program and course proposals in relationship to curricular needs. If approved, delivered to the next step in the process or if not approved, returned to the appropriate department.