

The Bylaws of the College of Science Curriculum Committee

Revised October 2024

The College of Science Curriculum Committee (COSCC) is charged with reviewing and making recommendations regarding the approval, modification, or discontinuation of curricular proposals within the College of Science (COS). At the request of the COS Dean's Office, the COSCC may review curricular proposals from outside COS which have significant relationship to the sciences or potentially impact its curricular offerings, students, and/or faculty.

I. Alignment with Bylaws of the Faculty of the College of Science

The COSCC abides by the Standing Rules and The Bylaws of the Faculty of COS as summarized below.

- A. The Bylaws of the COSCC adhere to relevant sections from the Bylaws of the Faculty of COS as summarized below:
 1. Per Article V Section 1, the COSCC is defined as a standing committee, which is a permanent committee whose faculty members, except for designated ex-officio members, are elected by the faculty, or appointed by academic units. The term of membership on all standing committees is three years and members may succeed themselves, unless otherwise specified below.
 2. Per Article V Section 2, each committee shall elect its chair from among its own membership and establish quorum rules. Committee chairs must report vacancies occurring due to resignations or faculty being on leave so that a special election may be held for the unexpired term of the individual member.
 3. Per Article V, Section 4, the COSCC shall periodically report its progress to the COS faculty.
 4. Per Article V Section 2, the COSCC shall normally serve during the academic year; however, all committees are authorized to function as necessary during the entire calendar year.

II. Membership and Quorum

- A. Each Local Academic Unit (LAU) within COS may appoint a COSCC Member. The COSCC Members may succeed themselves.
- B. A quorum must be met for each meeting of the COSCC and for each vote cast by the COSCC. A quorum is at least 51% of the entire COSCC voting membership.

III. COSCC Chair

- A. In meetings, the COSCC Chair's role is to facilitate agenda discussion and call for votes. The COSCC Chair will also facilitate disputes as outlined in Section VIII.
- B. At the first meeting of the fall semester, the COSCC Chair will be elected by the COSCC membership for a one-year term. The COSCC Chair's immediate succession is not permitted.
 1. Prior to the meeting's occurrence, any COSCC Members who wish to be considered for COSCC Chair shall notify the current COSCC Chair and the COSCC Chair Pro-Tem.
 2. During the meeting, an open period of discussion without the COSCC Chair candidates present is available for the COSCC Members if needed; meeting minutes will not be recorded during this time.
 3. An electronic poll will be presented for COSCC Members to anonymously record their votes. An option to abstain from voting for COSCC Chair will be available.
- C. The Dean's Office may provide an ex-officio member to support the COSCC. The ex-officio appointee is a non-voting member and may serve as the COSCC Chair Pro-Tem.
 1. In the event of an absence of Dean's Office ex-officio appointee, the COSCC Chair may appoint a COSCC Chair Pro-Tem.

IV. Curricular Proposals

A. Curricular proposals must be submitted to the COSCC via the university's electronic curricular management system, which requires designated LAU representative approval. Submissions to the COSCC via other means will not be accepted. Please note that any faculty member may submit curricular proposals into the curricular management system, but the proposals must route through the LAU and obtain the LAU's designated representative approval prior to COSCC submission.

1. Procedures and processes will be provided on the COSCC webpage.
2. COSCC Members should be aware of the curricular proposals coming from their LAU. Should this not be the case, the LAU's COSCC Member may choose to postpone the proposal before or during the relevant COSCC meeting.
3. During the proposal submission process, curricular proposals that may impact other LAUs should be communicated by the initiating COSCC Member to the impacted COSCC Member before the relevant COSCC meeting.
4. COSCC Members shall also be attentive of the submissions from all other LAUs prior to voting.
5. COSCC Members should inform the curricular proposal's initiating COSCC Member of concerns regarding other LAU's submission prior to or during the relevant COSCC meeting.
6. COSCC Members may request the postponement of items proposed outside of their LAU. When this occurs, if consensus is not obtained by the proposing LAU's COSCC Member, a COSCC vote shall be employed to make the final determination on postponement.

V. Meeting Agendas and Minutes

- A. The COSCC normally meets once per month during the academic year (August - May). The following semester's meeting schedule will be determined prior to the end of the current semester, in consultation with the COS Dean's Office to ensure alignment with university-level council meeting dates.
- B. A meeting may not start or proceed until the meeting is called into order by either the COSCC Chair or the COSCC Chair Pro-Tem.
- C. The Dean's Office staff is responsible for assembling the agenda based upon submission guidance provided in Section IV.
- D. The draft minutes will be prepared by the Dean's Office staff and added to the agenda for a vote at the following COSCC meeting.
- E. Proposals will be posted on the agenda one week in advance of each meeting.
 1. If proposals are added to the agenda after it has been announced, the proposals will be flagged as such on the agenda. At the relevant meeting, any COSCC Member may request that a post-agenda announcement proposal be moved to a future agenda.
- F. The Dean's Office staff will provide guidance on university and state policies and procedures as necessary, prior to or during the meeting.
- G. Curricular proposals will be presented at the COSCC meetings by their LAU's COSCC Member.
- H. To avoid dual roles for the COSCC Chair, in cases where the COSCC Chair is the proposal's presenter, the chair's duties will temporarily be turned over to the COSCC Chair Pro-Tem. In the absence of the COSCC Chair Pro-Tem, another COSCC Member unrelated to the proposal may act as Chair Pro-Tem for the duration of the proposal's discussion.
- I. Minutes, agendas, and reports of the COSCC will be posted and archived on the COSCC's webpage.

VI. COSCC Member Substitutions

- A. If a COSCC Member is unable to be present at a meeting, the LAU should be represented by a substitute. This substitute is not considered a "visitor" in the applicable meeting (per Section VII) and will have full voting rights for the LAU in which they represent.
- B. The COSCC Member is responsible for notifying the COSCC Chair or COSCC Chair Pro-Tem that a substitute representative will be present at the meeting. In this communication, the COSCC Member shall name the substitute representative and inform this substitute of what will be covered in the upcoming meeting.

C. If a COSCC Member is unable to attend and a substitute is unavailable, the COSCC Member may formally notify the COSCC Chair or COSCC Chair Pro-Tem of their votes. These absentee votes will be used in determinations for the approval or rejection of proposals, but a quorum will still be required in the meeting.

1. In meetings where there are absentee votes, if significant discussion and/or modification takes place and the opinion of at least 51% of the COSCC Members in attendance is that the changes may have significant influence on the absentee COSCC Member's vote, a separate vote may be cast for the proposal. This vote may require that the relevant curricular proposal be postponed until a future meeting in order to allow appropriate consideration by the entire membership of the committee.

VII. Visitors

A. Non-COSCC Members ("visitors") may be invited by their LAU's COSCC Member or dean's office representative to present or discuss a curricular proposal at the relevant COSCC meeting.

B. If a visitor is to attend the meeting, the LAU's COSCC Member or dean's office representative shall inform the COSCC Chair or COSCC Chair Pro-Tem within a reasonable time frame prior to the meeting.

1. The COSCC Chair is empowered to decide whether a visitor may be present, and the role of the visitor at the meeting.

C. Visitors cannot be involved in the open discussion of unrelated proposals or committee discussion topics unless specifically called upon by a COSCC Member.

VIII. Voting Procedure and Disputes

A. During the meetings, each proposal is discussed to the satisfaction of the COSCC Members. Subsequently, the COSCC Chair places a call for votes of approve, deny, or abstain. The votes are recorded by a dean's office representative.

B. Approval of a curricular proposal by the COSCC occurs when at least 80% of the COSCC Members in attendance vote to approve the proposal.

1. If the proposal fails to meet the 80% threshold, the proposal will be postponed to provide time for further discussion and/or refinement.

2. If in future meetings the revised proposal fails to meet the 80% threshold, the proposal's initiating LAU will have the option of sending the proposal to the Faculty Matters Committee for adjudication.

3. At the discretion of the COSCC Chair, any proposal may be voted on by the COSCC Members outside of a regular meeting via email. Proposals voted on via email must go through the same submission process as formal agenda items as outlined in Section IV. In these cases, the voting procedure will require a two business days' time limit for response, a 51% COSCC Member voting rate, and approval occurs when at least 80% of the respondents vote to approval the proposal. Voting by email should be employed judiciously.