ARTICLE 1: PURPOSE.
The Curriculum Committee at Westfield State University is a permanent governance committee that reviews, evaluates, and makes recommendations on curriculum-related issues, including those involving courses, programs of study, and curriculum-related policy. It is a standing committee of the University and is sanctioned under Article VII, Appendix A, Sections D(1)a(i), D(1)b, and D(1)c(i) of the Agreement Between the Board of Higher Education and the Massachusetts Teachers Association/NEA Massachusetts State College Association [Faculty/Librarian] Agreement (hereinafter referred to as the BHE/MSCA Agreement). The Committee receives its charge from, and makes its recommendations to, the All-University Committee.

The recommendations and reports of the Curriculum Committee carry considerable import. If in the All-University Committee's review of matters recommended by the Curriculum Committee, the All-University Committee disagrees with and wishes to advance a recommendation different from the Curriculum Committee, the BHE/MSCA Agreement states that the All-University Committee "shall make every effort to resolve any conflicts and differences in the recommendations of standing committees, (such as the Curriculum Committee) from its own. The BHE/MSCA Agreement additionally states that if differences persist (i.e. "whenever any recommendation of the All-University Committee shall be contrary in whole or in part to any recommendation or report of a standing or ad hoc committee"), "the All-University Committee shall, with its own recommendation, transmit to the President, a copy of the recommendation or report of such committee."

ARTICLE 2: MEMBERSHIP.
As set forth in the BHE/MSCA Agreement, the membership of the Committee shall be comprised of sixteen faculty/librarian members, three student members, and three administrator members. The faculty/librarian representatives are "selected under the auspices of the Association," the student representatives are selected under the auspices of the Executive Committee of the Student Government Association," and the administrative representatives "are appointed by the President and serve at his/her discretion."

The Committee is convened by the President, or President's designee and serves from then through August 31 of the following year. However, the conclusion of the faculty work year (again according to the BHE/MSCA Agreement) falls on May 31; therefore, the Committee is typically discharged at the end of the academic year with no assumption of continuity over the summer period (with the exception of an Executive Board that may be established per Article 6).

ARTICLE 3: MEETINGS AND DEFINITION OF A QUORUM.
Once convened by the President, or President's designee, the Chair calls all meetings of the Committee.
A quorum for a Curriculum Committee meeting is defined as a simple majority of the current Curriculum Committee membership, excluding any unfilled vacancies. In the absence of a quorum, members in attendance may discuss agenda items and minutes may be taken, but no voting shall occur.

ARTICLE 4: OFFICERS.
The officers of the Committee are the Chair, the Secretary and the Web Master. Election of Chair and Secretary are held during the convening meeting of the academic year. The Chair appoints the Web Master.

ARTICLE 5: DUTIES OF OFFICERS.
a. The Chair is the principal officer of the Committee and is responsible for directing Committee work and leading Committee meetings. The duties of the Chair are:

1. To call and preside over Committee meetings;
2. To conduct meetings in accordance with the Committee's Bylaws;
3. To appoint ad-hoc committees, as needed;
4. To coordinate responsibilities, duties, and activities of other officers;
5. To act as official liaison for the Committee to other University constituencies;
6. To produce and provide to appropriate University personnel an End-of-Year Report of the Committee's activities.

In the event that the Chair knows in advance that he or she is to be absent from a meeting, the Chair shall appoint another member of the Committee to serve as Temporary Chair for that meeting. In the event of an unanticipated absence of the Chair, and thus absent such an appointment, the Secretary shall either, at his or her discretion, serve as Temporary Chair and appoint a Temporary Secretary for that meeting, or appoint another member of the Committee to serve as Temporary Chair.

b. The duties of the Secretary are:

1. To keep and distribute full minutes of all Committee meetings;
2. To assure a quorum is present at the beginning of all meetings;
3. To maintain a "spreadsheet" of proposals before the Committee.

In the event that the Secretary is absent from a meeting, the Chair shall appoint a Temporary Secretary for that meeting.

c. The duties of the Web Master are:

1. To coordinate and manage a web presence for the committee in order to share our activities with the various constituencies of the University community;
2. To make available up-to-date standardized electronic forms for curricular proposals, such as Course Action Requests or Core Course Proposals;
3. To make available up-to-date committee communications – such as meeting minutes, policy recommendations, and reports – to the University community and other interested parties;
4. To serve as the liaison to the University entity overseeing the University web site;
5. To keep, safeguard, and maintain the access permission tokens to the Curriculum Committee web space.

ARTICLE 6: EXECUTIVE BOARD.
An Executive Board may be empowered by the full Committee. This Board will consist of Committee Officers and any other Committee member designated by the Committee. Representation on the Executive Board of the three constituency groups (faculty/librarian, student, and administration) will be sought, and minimally, representation from the faculty/librarian and administration groups must be in place. If a student member of the Curriculum Committee is not available to serve on the Executive Board, the President of the Student Government Association will be asked to appoint a member to so serve.

The full Committee, by a majority vote, may direct an Executive Board to act on its behalf over the summer. If so empowered, the Executive Board shall be authorized to address and make recommendations on items deemed by the Chair to be sufficiently urgent to warrant such consideration. Executive Board meetings may be held as a physically gathered assemblage, telephonically, or electronically.

ARTICLE 7: PARLIAMENTARY AUTHORITY.
Robert’s Rules of Order are to be in effect for all meetings, unless otherwise specified.

ARTICLE 8: ADOPTION OF AND AMENDMENTS TO THE COMMITTEE BYLAWS.
The adoption of and any amendments to these Bylaws requires an affirmative vote by two thirds of the currently assigned Committee members. These Bylaws remain in effect until amended.

Originally adopted: November 17, 2005
Amended: October 1, 2009
Amended: September 27, 2012