

Curriculum Council Bylaws

Purpose

Oversee and manage the curriculum at Great Falls College

a. Functions - The Curriculum Council will:

- 1) Consider, make recommendations to, and approve curriculum proposals, including programs and courses, originating from faculty, programs, departments, chairs, Faculty Senate, and Curriculum Council.
- 2) Consider creation, modifications and deletions to curriculum.
- 3) Ensure that any program or department potentially affected by a proposed modification has been notified and given an opportunity to provide a written or oral response to the proposal.
- 4) Establish procedural policies which will include a provision ensuring that proposed curriculum and modifications receive timely consideration.
- 5) Publish meeting agendas, times and locations to allow interested individuals an opportunity to attend and participate in council deliberations.
- 6) Maintain accurate records of council membership and officers through elected terms.
- 7) Maintain and update Curriculum Council forms as needed to comply with stakeholder requirements.

b. Agenda items:

- All agenda items must be submitted to the Registrar at least 14 days prior to the meeting.
- Both the Chair and Executive Director of Instruction will review the agenda items at least 4 days prior to the meeting.
- The agenda will be distributed to faculty and staff at least 2 days prior to the meeting.
- Failure to submit items using the appropriate forms to the Registrar by the deadline may result in their deferral to the next meeting's agenda.

c. Membership:

For the purpose of representing a wider selection of faculty membership, faculty positions will be filled by any academic program director or faculty.

The Curriculum Council will consist of:

- Two faculty members elected from Health Sciences division
- Two faculty members elected from General Studies division
- One faculty member elected from Career & Technical Education division
- One faculty member elected at large from any division
- One faculty elected at large to represent adjunct faculty
- Two students appointed by Associated Students of GFC MSU, if available

Ex-officio Members (non-voting):

- Executive Director of Instruction
- Registrar
- Assessment Committee Chair
- Accreditation Liaison Officer
- Academic Advisor

A quorum of the Curriculum Council will consist of fifty percent (50%) plus one of the voting non-student membership. No meeting will be official unless a quorum is present.

d. Officers:

A Chair and Vice Chair will be elected from among the seven elected faculty members. Officers will serve a two-year term. There are no term limits if officers are re-elected into the position.

e. Elections:

- Nominations must be filed with the Chair by March 15th.
- A list of all nominees will be circulated to eligible faculty by the Chair 1 week before the election.
- Election for members will occur no later than April 15th.
- In case of a tie, a run-off election will be conducted by the Chair.
- Curriculum Council officers will be elected biennially during the last regularly scheduled meeting of the spring term, following department and at-large elections. Exiting members are ineligible to vote for the positions of Chair or Vice chair.

f. Terms of Membership:

- Members will serve a four-year term through a staggered rotation, except for student representatives who serve a one-year term.
- Terms end the last meeting of the spring semester. Members are not limited on the number of terms they can run for if re-elected.
- Vacancies will be filled by council appointment to complete the remaining term.
- Student representatives will be appointed annually by the President of Associated Students of Great Falls College MSU.

g. Curriculum Review:

Curriculum Council will review all curriculum proposals and necessary documents for action.