

UF/IFAS
College of Agricultural and Life Sciences
CALS Curriculum Committee Operating Code

Article 1 – Purpose

The CALS Curriculum Committee, as a standing committee of the IFAS Faculty Assembly, acts on behalf of the faculty to 1) review and make recommendations to the University Curriculum Committee (UCC), Graduate Curriculum Committee and Graduate Council regarding undergraduate and graduate course and curricular proposals, changes and other curricular matters; and 2) review, recommend and make changes to college-wide policies in the CALS Policy and Procedure Manual. Proposals for new policies that have broad impact on faculty should be developed in consultation with the Faculty Assembly Executive Committee and CALS Dean's Office to determine if review by Faculty Assembly is warranted.

Article 2 – Membership

The committee will consist of elected faculty representatives with teaching responsibilities from each academic department and school; plus one CALS undergraduate student selected by the Agricultural and Life Sciences College Council and one CALS graduate student appointed by the CALS Dean. The Associate Deans serve as ex-officio members of the committee.

Article 3 – Terms of Service

Faculty representatives will have two-year terms, with half the committee elected each year. Student representatives shall have one-year terms. Faculty members may be re-elected to the committee. A membership list with terms of service is maintained by the CALS Dean's Office. The Associate Dean with primary responsibility for curriculum will solicit names of new members for the following year prior to the April meeting of each academic year.

Article 4 – Officers and Duties

Elected officers are the Chair and Chair-Elect. The Chair presides at the meetings and serves as a liaison between the voting members and the Dean's Office. The Chair does not vote. The Chair is also a member of the IFAS Faculty Assembly Executive Committee. The Chair-Elect acts as Chair in the event the Chair is absent or otherwise unable to fulfill his or her duties. At the October Curriculum Committee meeting, a Chair-Elect is elected from the members who are in the first-year of their two-year term. The Chair-Elect becomes Chair at the October meeting of the following academic year. The Chair's term of service is therefore extended by two months and ends with the October meeting.

Article 5 – Meetings

The CALS Curriculum Committee meets monthly from August through April. Meeting dates are set for the academic year in accordance with UCC meetings to ensure timely submission of UCC agenda items. Additional meetings may be requested by any member of the Curriculum Committee, the Associate Deans or the Dean for the purpose of discussing items of concern or interest. A quorum for any meeting of the Curriculum Committee shall consist of one-half plus one of the voting membership. Decisions will be made by a simple majority vote. When necessary, decisions can be made electronically. The meeting agenda will consist of items pending at the college level in the Academic Approval Tracking system. Additional agenda items may be added by the Chair or the Dean's Office.

Article 6 – Administrative Liaisons

The CALS Dean's Office provides clerical support to the committee for compiling the agenda, meeting minutes and committee records, and providing information for the Chair's annual report to the IFAS

Faculty Assembly. The Dean's Office will communicate committee actions to the department representative and submitter of items under review. The Associate Dean with primary responsibility for curriculum submits the committee's recommendations to the University Curriculum Committee (UCC), Graduate Curriculum Committee or Graduate Council as appropriate. The CALS Dean's Office maintains and updates the CALS Policy and Procedure Manual.

Article 7 – Amendments

Amendments to this Operating Code may be proposed by Curriculum Committee members, the Dean's Office or members of the IFAS Faculty Assembly. These amendments will be presented along with an appropriate rationale to the Curriculum Committee for review to ensure consistency with this operating code and the IFAS Constitution. A simple majority vote will be required for approval. The approved amended CALS Curriculum Committee Operating Code must be brought to and approved by the IFAS Faculty Assembly.

Approved by:

CALS Curriculum Committee: May 12, 2017

IFAS Faculty Assembly: Date