

**Western Nevada College
Curriculum Committee
Bylaws**

ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL CONTACT

The WNC Curriculum Committee is a standing college committee that reports directly to the College Council. The Vice President of Academic and Student Affairs serves as the operational contact for this committee.

ARTICLE 2: MISSION AND GOALS

The mission of the Curriculum Committee is to assure all curricula, both existing and new, at WNC meets acceptable standards for academic integrity, academic rigor, service to students, and service to the communities associated with WNC. The committee shall also ensure that these curricula conform to appropriate national standards, NSHE system code, and WNC bylaws.

The committee will accomplish this by:

- Reviewing and making recommendations regarding the curriculum for all new and existing degrees, programs, emphases, majors, certificates, and courses at WNC. The committee will make its recommendations to the president of WNC.
- Developing and recommending all policies and procedures for reviewing new and existing curricula at WNC to the College Council.
- Developing procedures regarding the steps involved in submitting, reviewing, and recommending changes to the curriculum at WNC at the start of each academic year. These items will also be posted on the WNC web site under the Curriculum Committee heading.
- Reviewing the curriculum of all educational programs completing a program review.
- Providing leadership in the development of curricula for WNC.

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL

- A. The membership of the committee is ideally composed of ten voting members and two ex-officio members, with the majority of voting members consisting of academic faculty. Membership should reflect a relevant cross-section of the WNC college community and includes:

VOTING MEMBERS:

- Director of Admissions and Records or designee. (standing)
- One member from Academic Advising and Access or designee. (standing)
- One academic director.
- Associated Students of Western Nevada President or designee.
- Six academic faculty members.

EX OFFICIO NONVOTING MEMBERS:

- Vice President of Academic and Student Affairs (operational oversight)
- Accreditation and Curriculum Management Coordinator. (Standing)

B. The president of WNC formally appoints members to all college-wide committees from the annual volunteer list. Students are appointed through the Associated Students of Western Nevada. The president and Curriculum Committee shall make every effort to include representatives from all areas, locations, and academic viewpoints.

C. Non-standing committee members serve staggered two-year terms starting in August after the spring/summer appointments. Committee members may serve more than one term. Student members (from ASWN) serve one year terms.

D. Committee members are expected to contribute to the process and obligations of the committee.

E. Attendance at committee meetings is required. Any committee member who misses three meetings in an academic year is subject to recall by the committee.

F. If a committee member is unable to serve out the full-term, the college president will appoint a replacement member within thirty working days of the individual's resignation. If requested by the president, the committee will assist in recruiting new members.

ARTICLE 4: OFFICERS

A. The committee elects its officers from the continuing members of the committee at the first meeting each fall semester.

The following role designations are provided for clarity and organization purposes, the Chair and Co-Chair roles are intended to work collaboratively to maintain and support the goals of the committee.

Chair:

The chair shall:

1. Be an academic faculty member;
2. Serve as a tiebreaker for all votes taken by the committee requiring a majority;
3. Recommend a meeting schedule for the committee at the beginning of the academic year;
4. Preside at meetings of the committee;
5. Communicate with College Council regarding major actions approved by the committee;
6. Serve as liaison between the committee and College Council and/or other college groups.

Co-Chair

The co-chair shall:

1. Be the Accreditation and Curriculum Management Coordinator;
2. Send out an agenda for the meeting, ideally three days prior to the meeting;
3. Maintain documents and electronic folders related to committee work;
4. Maintain the committee website showing the bylaws, mission, annual goals, agendas, and minutes from meetings;
5. Submit the committee's year-end report to College Council;
6. Communicate with College Council regarding major actions approved by the committee;
7. Serve as liaison between the committee and College council and/or other college groups.

Recorder

The recorder shall:

1. Maintain a record of all matters considered and recommended by the committee;

2. Transmit such records in a timely manner to committee members and others as directed by the committee

B. As determined appropriate by the committee, other positions shall be created and filled by a majority vote of the committee membership.

ARTICLE 5: MEETINGS

A. The Curriculum Committee shall meet as needed throughout the academic year in accordance with the annual meeting calendar established at the beginning of the academic calendar year AND upon the call of the chair, who is responsible for informing committee members in advance of the meeting of its time, place and agenda.

B. Agendas will be posted to the committee website in advance of each meeting.

C. The chair shall establish a code of conduct that is consistent with these bylaws, Western Nevada College Bylaws, and the Nevada System of Higher Education Code and shall be governed by them. *Robert's Rules of Order Newly Revised*, 11th edition shall be the authority in all matters not covered by the bylaws and/or approved operating procedures.

ARTICLE 6: QUORUM AND VOTING

A. A quorum consists of fifty percent (50%) of the voting committee membership.

B. Voting may take place when a quorum of the membership is present or by email. Email voting shall be conducted in accordance with College Council bylaws.

C. A motion passes when it receives a majority of the votes cast.

ARTICLE 7: PERMANENT SUBCOMMITTEES

There are no subcommittees of the Curriculum Committee.

ARTICLE 8: AMENDMENT OF BYLAWS

A. These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal Rules and Regulations.

B. Any member of the Curriculum Committee or College Council may propose a change to the bylaws.

C. These bylaws must be amended by a two-thirds majority of the voting members of the committee.

D. No amendment of the bylaws may be both introduced and passed at the same meeting.

E. Once amended, the bylaws are to be reviewed and approved by College Council.

ARTICLE 9: Committee Reports, Minutes, Agendas, and Websites

- A. The committee shall report to College Council twice during each academic year.
- B. The first report shall be submitted to College Council by Oct. 1 of each year. This report shall contain the specific goals and objectives for the committee for the subsequent year.
- C. The second report shall be submitted to College Council by May 1 of each year. This report shall contain the committee's progress toward completing its goals and objectives for the prior year.
- D. Committee reports, minutes and agendas shall use the format(s) and/or template(s) designated by College Council.
- E. The committee shall maintain its own website, as designated by College Council. This website shall include:
 - 1. Current committee membership, including identification of officers and liaisons.
 - 2. All future meeting dates as approved by College Council.
 - 3. All prior meeting dates, along with agendas, and minutes from those meetings.
 - 4. All annual reports (see A–C above),
 - 5. All other reports prepared by the committee, its subcommittees, and workgroups.
 - 6. All forms used by the committee to conduct its regular business, and instructions on the use of any such forms.

Approved by the committee: October 20, 2023