

Kansas City University of Medicine and Biosciences  
Curriculum Committee  
Operating Procedures

**Charge and Responsibilities:**

The work of the Curriculum Committee is the guiding force leading to excellence in educational programs for student learning. The specific responsibilities of the Curriculum Committee are to:

- Develop, evaluate, and recommend comprehensive curricula for all University programs.
- Ascertain that all courses have appropriate written objectives and approved syllabi.
- To review and recommend academic policies to the administration.
- Assist in the implementation of KCUMB's Information Technology Plan, specifically the strategic use of technology.

**Membership:**

The Curriculum Committee shall consist of members of the College of Osteopathic Medicine and the College of Biosciences who broadly represent the programs of instruction within the colleges. Members are appointed annually by the President of the University. The committee may have ex-officio members to assist the committee but without vote. Administrative support is also provided to support the work of the committee.

The Chair of the Curriculum Committee is appointed by the President of the University. A co-chair may be elected from the membership to assist the chair with the responsibilities of the committee and to act on behalf of the chair in the absence of the chair at regularly scheduled meetings.

**Responsibilities of the Chair:**

- Discuss curriculum proposals with faculty and provide assistance in the development of a proposal if requested.
- Direct the organization of the agenda.
- Provide a completed agenda with attachments for review by committee members and appropriately designated administrators in advance of meetings.
- Provide oversight to administrative support person(s) assigned to assist with the committee work.
- Assign committee work to members to review.
- Create sub-committees or task groups, as necessary to complete work or the committee.
- Seek additional expertise for committee work as needed.

A member may request another KCUMB associate attend in their place. This person may enter into discussions and participate in the decision process. In general, the person replacing a Curriculum Committee member should represent the same department as the member. An ex officio member from the same department as a committee member may replace the Curriculum Committee member as a voting member.

Vacancies on the Curriculum Committee shall be conveyed to the President of the University who shall appoint a replacement to fulfill an unexpired term.

### **Robert's Rules of Order and Quorum**

Meetings will be conducted using a simplified approach to Robert's Rules of Order as established by Committee tradition. Discussion should be limited to agenda items with a motion and seconded to bring them to the floor.

A quorum shall consist of a majority of the voting membership (one-half plus one).

### **Meeting Schedule**

The committee shall meet at a date and time to be determined each year, with regular meetings each month. The chair may call additional meetings as needed.

### **Organization of Work:**

The committee will work on a one-month cycle: Major curriculum issues may require two or more months for passage.

- a. Generally, the first meeting is reserved for the introduction of new course proposals, course revisions, new program proposals and program revisions on the Open Agenda.
- b. The second meeting of the month is reserved for final approval of the above items as well as prerequisite changes and proposed course addenda (honors/distance education). Information Items are heard at both meetings.

A call for agenda items will be sent to all members of the committee with a deadline for submission. Items received after the deadline may be placed on the next month's calendar.

The agenda will be organized by the type of curriculum issue being considered, as follows:

- I. Call to Order
  - II. Approval of Minutes
  - III. Administrative Business of the Committee
  - IV. COB Curriculum\*
  - V. COM Curriculum\*
  - VI. Curricular Reviews
  - VII. Information/Discussion Agenda
  - VIII. Adjournment
- \* These may be exchanged each month.

The committee may occasionally perform work between regular meetings for exigency. Such activities must be fully endorsed at the next regular meeting and included in the minutes of the meeting.

Minutes, agendas, and reports of the Curriculum Committee are prepared by administrative assistant and posted to the committee website. The chair will review the minutes prior to posting. Any amendments to the reviewed minutes will be documented in the revised minutes and reposted after approval.

### **Academic Policies**

All policies will be guided by the Policy on Policy Development. (*See Policy on Policy Development and Policy Impact Statement on Curriculum Committee website.*)

### New Policies

New policy submissions require completion of the Policy template for review. (See *Policy Template and University Impact Statement on Curriculum Committee website*.) Policies will be reviewed and discussed at a regular meeting. Following approval by the committee, the policies will be forwarded to the appropriate Dean for action. Final documents will be as part of the minutes of the meeting and in the Curriculum Committee folder on the T drive.

### Existing Policies

Existing Curriculum Committee policies may be modified, replaced, or deleted with no replacement. In the case of an “unwritten” policy that is clearly in place, the Policy template may be used to document or modify the policy with a clear description of the existing policy. Approvals of modifications are shown as amendments to an existing policy with the changes incorporated. Deletion or replacement of a policy is clearly documented on the original policy with the effective date and reason for the action. Deleted and Replaced policies will remain in the Policy Library Archive.

Minor edits such as grammatical or typographical edits may be made with the approval of the Dean of the COM or the Dean of the COB as appropriate.

### Request for Exemption to Academic Policy

Faculty may request an exemption to an existing policy with justification. Completion of the Request for Exemption form should be submitted to the Curriculum Committee for approval and documentation in the minutes.

## **Submission Requirements for Academic Course Considerations**

### New Course

New courses must be aligned with the educational goals and objectives of the University, college, and programs as well as with appropriate accreditation competencies. A detailed description of the course should be provided with the Curriculum Proposal Form with supporting documentation. This includes a detailed master syllabus that provides course objectives/competencies, a schedule, resources, session topics and objectives, assessment activities with grading information, faculty contact information, required components such as textbooks or instruments, and credit for course.

Assessments should be linked to objectives and competencies. Any standard assessment tools used in the course should be provided.

### Revised Course

Revised courses may be approved by a subcommittee, such as Curriculum Directors Committee or other committee with oversight to a program, prior to submission to the Curriculum Committee.

Minor Curriculum changes may be submitted using the Curriculum Editorial Change Proposal Form. These changes may include changes to the description of the course, formatting errors, schedule changes, clarification of existing policies, and clarification of objectives.

Major revisions should be detailed using the Curriculum Proposal Form.

### Course Deactivation

A course that has not been offered during three academic years will be reviewed by the Curriculum Committee. Following review, the Committee may approve deactivation and removal of the course from the catalog. To reactivate the course, a New Course application will be required.

#### Program Revision

Program revision submissions require completion of the Curriculum Proposal Form.

#### **Curriculum Committee Actions**

The Curriculum Committee reviews, discusses and recommends programs and curricula for all programs for the University.

Electronic Business. The Committee may conduct some business electronically to sustain the needs of the academic program when scheduled meetings are not possible. All such business conducted separately from scheduled meeting should be reported at the next regularly scheduled meeting and received into the minutes.

Voting. Each full member of the Curriculum Committee shall have one-vote. The chair shall not vote except in cases of a tie. Absentee votes are not accepted unless approved by the membership prior to a motion. Abstentions are not counted; only the number of votes cast is counted.

Approval of minor revisions and policy changes require a majority vote of the members present at a meeting. Approval of new policies and courses require a majority of the voting members at the meeting.

Electronic voting. In some cases, it may be necessary to vote on a motion via electronic mail. Discussions may occur online, but new motions may not be made to an online motion being discussed. The chair will call the question to the membership via e-mail at an established time or when appropriate and request votes. Results of the vote will be shared with the membership and confirmed for the record at the next scheduled meeting. Copies of electronic votes should be maintained until officially recorded in minutes of the next meeting.

In the event that quorum is not present at a regularly scheduled meeting and action is required by the membership, the membership may vote electronically on motions. The result of such action will be reported to the membership when at the completion of voting or when a majority has voted in favor or against an action. The results of these actions will be reported at the next meeting for the minutes.

Approval via electronic voting shall be based upon the entire membership – a majority of the membership is required to approve minor revisions and policy changes.

Actions of the Curriculum Committee are reported to the following:

President and Chief Executive Officer

Executive Vice President Finance and Administration, and Chief Operating Officer

Executive Vice President for Academic and Medical Affairs; Provost and Dean of the

COM

All actions affecting student registration, the catalog, or transcripts must be reviewed by the Registrar in advance of approval and transmitted to the Registrar's Office following approval by the administration.

## Policy Adoption Review and Approval

CC Operating Procedures

Created 121208; revision 013109; revision 090209; approved 120209

Reviewed and approved 071311; approved by Dr. Haug 080511

Reviewed and edited, CC approval 090512