NEW JERSEY CITY UNIVERSITY

Memorandum

William J. Maxwell College of Arts & Sciences
605 Karnoutsos Hall

COLLEGE CURRICULUM COMMITTEE (CCC) AND CURRICULUM APPROVAL PROCESS

I. College Curriculum Committee (CCC) Membership

a. The CCC will be comprised of

   i. *two senate representatives*: 1 voting member from the Senate Curriculum and Instruction Committee (see Senate Constitution III.3.C.4b) and 1 voting member from the Senate Graduate Studies Committee (see Senate Constitution III.3.C.7);
   ii. five voting members to be elected by the College of Arts and Sciences Faculty in which
      1. no more than 2 people from one department can serve on the committee – including the aforementioned senate representatives
      2. committee members will serve 2 year terms
      3. no more than 3 of these seats will become vacant in any given year;
   iii. 1 non-voting representative from the Dean's Office.

b. Elections will take place in the spring, with a committee member's term beginning the following fall. In the first election cycle, 2 seats will be designated for one year terms.

II. Curriculum Approval Process

a. Curriculum proposal is submitted by faculty member(s) to the appropriate Departmental Curriculum Committee (DCC).
b. If approved, the DCC forwards the proposal to the Dean's office. The submission is logged and the proposal submitted to the CCC.
c. Curriculum proposal is submitted to the CCC for action
   i. CCC will invite the course proposer(s) and representatives from the sponsoring department(s) to participate in CCC review process.
   ii. If approved, the proposal is forwarded to the CAS Dean's office for signature.
   iii. If not approved, the proposal is sent back to the DCC with an accompanying explanation of any necessary revisions.

d. Dean's office acts on the proposal
    i. If approved the proposal is submitted to the appropriate Senate Committee for action.
    ii. If not approved the proposal is sent back to the DCC with an accompanying explanation of any necessary revisions.

III. Approval Process Timetable

a. CCC will post meeting dates for the academic year.
b. CCC will post deadlines for proposal to be submitted for it to be considered for each meeting.
c. CCC deadlines and meeting dates will be coordinated with Senate Curriculum & Instruction Committee and the Senate Graduate Studies Committee meeting dates and deadlines to ensure that course proposals will be considered at upcoming Senate meetings in a timely fashion.