

## **Pratt Institute Curriculum Committee Standing Rules**

Approved by the Academic Senate on April 24, 2018 and the Provost on April 26, 2018

The purpose of the Institute Curriculum Committee (ICC), its membership, and the procedures for selecting the Chairperson of the Committee, and the duration of the Chair's term of service are specified in the Senate By-Laws.

In order to ensure that ICC functions smoothly as it fulfills its responsibilities for curriculum review, the committee has articulated the following Standing Rules:

### **I. Duties of the Chairperson**

In addition to duties specified in Senate Bylaw III.D, these include:

1. Establishing the schedule of meetings in advance of each semester and distributing this schedule to committee members and the Senate Information Officer.
2. Preparing materials for ICC review; this will be accomplished in collaboration with the Office of the Provost, which will solicit materials, collate them in advance of meeting, and upload them to the LMS for committee review.
3. Preparing minutes of each meeting
4. Circulating meeting materials—including minutes, meeting agenda, materials or links to materials for review—to committee members one week prior to meeting dates; this will be accomplished in collaboration with the Office of the Provost
5. Filing approved minutes with the Senate Information Officer.
6. Ensuring that there is an official record of all committee actions, either contained in the minutes or as an attachment to them, and in a once-yearly Summary Action Report.
7. Other administrative functions, including securing rooms for meetings and arranging catering for meetings, if needed.
8. Facilitating communication between the ICC and other Academic Curriculum committees, as needed/suggested.

### **II. ICC Responsibilities**

As specified in Senate Bylaws, "the duties of the ICC shall include but not be limited to:

- a. Reviewing and recommending for or against the adoption of proposals for new or revised credit-bearing programs, including recommending and/or requiring changes to those proposals and recommending for approval contingent on the completion of those changes;
- a. reviewing and recommending for or against the adoption of proposals for course additions and changes when those additions and changes impact the requirements of existing or proposed programs, including recommending and/or requiring changes to those

proposals and recommending for approval contingent on the completion of those changes.”

Course proposals covered by provision (b), above, include:

- i. New Courses that would change the published curriculum table and/or degree audit for a degree or certificate program. (Note that courses added to a required menu—but not in themselves required—do not need to be reviewed by ICC.)
- i. Revisions to required courses when those revisions would significantly alter the course description, course goals, or learning outcomes

The Office of the Provost will communicate these criteria to Schools / Departments / Programs and solicit materials for review at regular intervals (usually at the beginning of each semester). A proposal shall be referred to the committee for review if it is determined to meet these criteria by any of the following:

- i. The Office of the Provost
  - ii. The ICC Chairperson
- c. As specified in Senate Bylaws, ICC is responsible for “advising and supporting department- and school-level curriculum committees.” In fulfillment of this responsibility each ICC member shall serve as liaison to the school they represent to provide procedural information and outreach.
- d. As specified in Senate Bylaws, ICC is responsible for “conducting periodic assessment of the quality of curriculum review across the Institute.” In fulfillment of this responsibility:
- i. The ICC Chairperson and committee members shall have access to all curricular proposals at the Institute.
  - ii. As a means of assessing the effectiveness of its own review process, ICC may invite representatives of departments or programs to report on the implementation of curricular revisions previously approved by ICC.
- e. As specified in Senate Bylaws, ICC is responsible for “consulting with other committees and students, staff, and administrators as appropriate.” When necessary and appropriate for review of curriculum, the ICC Chairperson shall extend invitations to relevant personnel including, but not limited to
- i. proposal authors
  - ii. department chair
  - iii. school and department curriculum committee chair

- iv. program coordinators
- v. deans
- vi. academic advisors

These occasions give guests a chance to speak to the thinking behind their curricular proposal, give ICC members a chance to articulate the committee's questions and views, and so strengthen shared understanding of both the specific proposals in question and the general thinking about / process of curricular development and change.

## II. Special Rules of Order

As specified in Senate Bylaws, "ICC meetings shall be conducted according to the latest edition of Robert's Rules of Order, except for the following:

- a. Quorum shall be constituted by the presence of more than 50% of voting members," and must include a minimum of three members from the Faculty category
- b. Review of curricular proposals submitted to the committee begins with discussion. Once the ICC Chairperson has introduced the proposal, members are free to voice, in an orderly fashion, their concerns, comments or suggestions.
- c. The ICC Chairperson may place time limits on discussion, which can be overridden by a majority vote of ICC members
- d. Individual action requires a "yes" vote from more than 50% of voting members present to pass.

## III. Review Procedures and Criteria

### a. Submission Deadlines and Review Periods

The Office of the Provost shall establish and publish Submission Deadlines for various types of proposal each semester. The ICC shall attempt to respond to proposals submitted after the published deadlines but, depending on the volume of prior requests, may choose to defer consideration. In this event, the ICC Chairperson or a designee shall notify the relevant department chairperson, department curriculum committee chair, school curriculum committee chairperson and the dean of the school of the deferral. Any proposals not deferred will be added to the docket on a rolling basis, with notifications sent as outlined above.

### a. Materials for Review

- i. The Office of the Provost shall receive and log all proposals. Once this has happened, electronic versions of proposals will be made available to members of the ICC. The ICC Chairperson or a designee will notify ICC members via email to Pratt email addresses when materials are posted and accessible.
- ii. The ICC docket is established by the ICC Chairperson in consultation with the Office of the Provost and presented to the committee for its

review and vote. Every effort will be made to finalize the docket for the semester approximately one month after the semester begins. Recognizing that late submissions inevitably occur, the docket will be updated by the ICC Chairperson, in consultation with the Office of the Provost, as needed. The initial docket and revisions of it will be emailed to the committee, who will vote on its approval, by email or in person at a meeting.

- iii. The ICC Chairperson shall share approved docket with all ICC members, the Academic Senate, and the Provost, as well as other relevant stakeholders. The ICC Chairperson will report the docket at the next Senate meeting.

#### a. Review Procedures

The ICC will discuss the merits of each proposal and vote on it as soon as possible, and unless there are exceptional circumstances, during the semester when the proposal was submitted, or by the deadlines for a decision to the Office of the Provost.

ICC members may provide comments in writing or present opinions during meetings. In order for all comments to be weighed at the same time, members are asked not to carry out extended email conversations (unless specifically requested by the ICC Chairperson to do so).

#### b. Committee Actions

Actions will be voted on by the ICC according to the docket. The ICC recognizes four types of recommendations:

1. Approve.
2. Approve, with specific stipulation(s).  
\*Stipulations shall typically be comprised of minor suggestions. It shall be left to the ICC Chairperson, in cooperation with the Office of the Provost, to determine if stipulations have been met sufficiently. In the case of minor revisions, a new review period will not be set.
3. Defer consideration until certain major revisions are completed  
\*In such cases, a new vote will be scheduled for a subsequent meeting and the proposer will be notified immediately. The ICC Chairperson will determine what constitutes a major action in consultation with the Committee. The ICC Chairperson may opt to set a new review period or additional weeks for review, in which case all relevant parties will be notified about the updated timeline.
4. Do not approve.  
\*This decision shall be accompanied by a rationale for the ICC's actions.

Once an action is voted by the ICC, the ICC Chairperson or a designee shall draft meeting minutes that include an Action Report indicating the status of the

proposal, and any requests for information, changes, or conditions. The draft meeting minutes shall be forwarded to ICC members for review, and committee members will vote to accept and/or amend the minutes at their next meeting.

A copy of the approved meeting minutes will be sent to the Senate Information Officer for posting to the public record, and to Office of the Provost. Meeting Minutes will also be posted to the ICC archive on the Pratt LMS.

d. Voting

i. Recusal from Voting

ICC members with a conflict of interest shall recuse themselves from decisions in the following cases:

1. Deans in the case of new or revised programs within their School
2. Chairs in the case of programs within their Department
3. Chairs, faculty or staff who teaching in the case of courses they teach or coordinate
4. Chairs, faculty or staff in the case of programs they coordinate.
5. Recused members may participate in discussion.

ii. As stated in Robert's Rules of Order, the Chairperson of the committee has the same voting rights as any member.

iii. Because a tie vote fails—and the purpose of the ICC is to promote and support curriculum development—if a course or program proposal receives a tie vote, there shall be further discussion and a second vote shall be called. If the action being voted upon receives two consecutive tie votes, the ICC Chairperson will hold a vote on the next “lower” status of action (refer to the “Committee Actions” section of this document). This process will continue until an action has been approved.

IV.

As specified in Senate Bylaw V.C.iv, “The Academic Policy Committee and Institute Curriculum Committee shall establish their own standing rules, requiring joint approval by the Senate and the Provost.”

Proposed revisions to these standing rules must be presented in writing at one meeting, and cannot be voted on until the next meeting.  $\frac{2}{3}$  of the present voting members at the meeting are required to amend these rules.

Note that provisions affecting ICC that are specified in the Senate Bylaws are subject to amendment procedures specified in the Bylaws, and not in this document.