

Pratt Institute Curriculum Committee Standing Rules

Approved by the Academic Senate on 4/26/2022 and the Provost on 6/27/2022

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 Bylaws. 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 the meeting, and upload them electronically 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, and maintaining an electronic archive of meeting materials for the use of ICC members.
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 V.D.iii](#), “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 changes to those proposals and recommending for approval contingent on the completion of those changes.”

Program proposals covered by provision (A), above, include minors residing in departments and schools, and any change to an existing program that is considered “significant in scope” in the Institute’s [Curricular Review Policy](#), *i.e.*,

- A change in the program’s overall approach to the discipline, that will be reflected in the program description, learning goals, and degree requirements
- Changes to the program’s overall structure (*i.e.*, adding or eliminating a concentration or track within a program), including a change to total number of credits required
- Addition or elimination of a program requirement (*i.e.*, of a required course, of an internship requirement, of a required thesis or capstone, etc.);
- Cumulative changes that in total affect 1/3 of program credits or more
- Change in program title
- Change in degree awarded
- Change in delivery mode (*i.e.*, from fully in person to 50% or more online)
- Change in course credit hours and/or contact hours
- Discontinuation of a program

In accordance with the Institute's Curricular Review Policy, the ICC shall participate in the formation of *ad hoc* committees to review programs that are interdisciplinary / interdepartmental in nature. Such a committee shall be co-convened by the ICC, the Director of Interdisciplinary Study, and the Provost, and shall include representation from the relevant departments and/or schools, including representation from their curriculum committees.

Under the Institute’s Curricular Review Policy, the guidelines for customized minors should be reviewed by the Institute Curriculum Committee on a three-year rotation.

- B. As specified in [Senate Bylaws V.D.iii](#), the ICC is responsible for “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 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 required 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.)
- II. 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 either the Office of the Provost or the ICC Chairperson.

Under the Institute's Curricular Review Policy, "The framework for Pratt Integrative Courses should be reviewed by the Institute Curriculum Committee on a three-year rotation."

- C. As specified in [Senate Bylaws V.D.iii](#), the ICC is responsible for "advising and supporting department- and school-level curriculum committees and reviewing their guidelines and standards, as specified in the [Curricular Review Policy](#)."

Under the Curricular Review Policy, every department shall maintain a document ("Curriculum Committee Guidelines and Standards") specifying the composition of its curriculum committee, the processes employed by that committee, and guidelines and standards for curriculum review. These departmental documents shall be reviewed by the originating School Curriculum Committee and the Institute Curriculum Committee on a three-year rotation.

In further fulfillment of the ICC's advising and support 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 V.D.iii](#), the 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.

III. Special Rules of Order

As specified in [Senate Bylaws VII.E](#), “The rules contained in the most recent edition of *Robert’s Rules of Order, Newly Revised* shall govern meetings of the Senate and its committees in all cases where they are not inconsistent with these Bylaws or any rules of order the Senate or its respective committees may adopt.” Special rules that apply to the ICC are:

- A. Quorum at regular meetings shall be constituted by the presence of more than 50% of voting members in accordance with [Senate Bylaws VII.D](#), and must include a minimum of three members from the Faculty category.
- B. Review of curricular proposals submitted to the committee begins with discussion. In the interest of encouraging full participation, such collective discussion can begin with asynchronous comments prior to a meeting, *i.e.*, through shared electronic means with the expectation that all comments will be considered during live, in-meeting synchronous discussion. Once the ICC Chairperson has introduced the proposal in-meeting, members are free to voice, in an orderly fashion, their concerns, comments or suggestions, incorporating any previous asynchronous comments.
- C. The ICC Chairperson may place time limits on in-meeting 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.
- E. Under online voting (as described in Senate Standing Rules), a voter turnout equivalent to quorum is required for valid results.

IV. 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.
- B. 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 communications linked to Pratt emails when materials are posted and accessible, no later than one week prior to the meeting.

- II. The ICC docket is established by the ICC Chairperson in consultation with the Office of the Provost on a rolling basis. Every effort will be made to finalize the docket for the semester approximately one month after the semester begins.
- III. 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.
- IV. The ICC Chairperson shall share the 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.

C. 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.

In the spirit of full inclusion, 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 post-meeting, written discussions (unless specifically requested by the ICC Chairperson to do so).

D. Review Criteria

As described in the Institute's [Curricular Review Policy](#), "the Institute relies on faculty expertise to ensure that all curriculum is aligned with the evolving standards of excellence of their disciplines and industries, as well as care for content that recognizes the diversity of human experience and pedagogies that support diverse and inclusive learning communities. The Institute relies as well on department and school leadership, including chairpersons, deans, and other administrative staff, to ensure that curricular review reflects disciplinary excellence, national best practices, state and federal standards, and regional and specialized accreditation standards and requirements. [...] The [Institute's strategic plan](#) offers a guide to Pratt's overarching strategic priorities and [...] curriculum is ideally developed with reference to the plan."

The ICC conducts its review of programs, courses, and departmental Curriculum Review Committee Guidelines and Standards documents in reference to the above and the [All-Institute Learning Goals](#), in the awareness that materials we receive have been previously reviewed by other faculty and administrators for matters such as specific course content and disciplinary currency. Our committee brings together faculty and/or administrative representation from every School, as well as representation from the Office of the Provost and the Registrar's Office. Our focus can be one of assuring clear communication of larger outcomes, goals, and administrative needs within the context of Institutional culture, and assuring, on behalf of the Academic Senate, that implementation will provide effective and sustainable learning experiences for all Pratt students.

[Note from Provost: Context for the use and assessment of All-Institute Learning Goals is provided in the introduction to the [Goals document](#).]

E. Committee Actions

Actions will be voted on by the ICC according to the docket. The ICC recognizes four types of recommendations, in accordance with Section IV. of the Institute's [Curricular Review Policy](#):

1. Approve (*i.e.*, recommend for approval).
The committee may provide written comments or suggestions, but no additional actions are needed by the proposer.
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
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. Disapprove (*i.e.*, recommend disapproval)
This action shall be reserved for cases in which the proposer has explicitly declined to make requested changes or the committee significantly disapproves of the proposal. Disapproval shall be accompanied by a succinct account and rationale of the ICC's action, along with any supporting documentation, such as comments and responses.

At the conclusion of each meeting, 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 or via online voting, if permitted by the chair.

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

F. 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 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 “[IV.E Committee Actions](#)” section of this document). This process will continue until an action has been approved.

V. Revision and Amendment to these Standing Rules

As specified in [Senate Bylaw V.D.iv](#), “The Institute Curriculum Committee shall establish its 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 ICC meeting, and cannot be voted on until the next meeting. 2/3 of the present voting members at the meeting (or a higher standard of 2/3 of the eligible voting membership if voting takes place online in accordance with Senate Standing Rules) 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.