

# **University of Colorado Denver Campus Core Curriculum Oversight Committee**

## **BYLAWS AND PROCEDURES**

These Bylaws are established by the faculties of the CU Denver schools and colleges that offer undergraduate degrees to create and govern the campus's Core Curriculum Oversight Committee (CCOC). The original CCOC was formed in 1989 to implement the 1990 campus-wide Core Curriculum. In Fall 2007, the CCOC Bylaws were modified to accommodate current and future growth in the number of schools and colleges offering undergraduate degrees. These CCOC Bylaws are consistent with the rules of the University of Colorado Board of Regents and the CU Denver University Curriculum Committee, and with the existing Core Curriculum Oversight Committee. These CCOC Bylaws define the roles and responsibilities of the CCOC pertaining to the CU Denver Core Curriculum.

### **UCD CORE CURRICULUM OVERSIGHT COMMITTEE**

It shall be the responsibility of the CCOC to implement, maintain, and coordinate the Core Curriculum. Furthermore, the CCOC shall supervise conformity with the guidelines adopted for core courses, shall oversee content and standards of instruction of the core curriculum courses, and shall implement general- education assessment strategies adopted by the Denver campus.

#### **I. Membership**

- A. The CCOC shall consist of not less than one and not more than two voting faculty members from each school/college offering baccalaureate degrees on the Denver campus.
- B. The voting faculty members are to be selected using faculty governance rules and procedures from the school/college. CCOC vacancies shall be filled using faculty governance rules and procedures from the school/college.
- C. The voting faculty members shall fill staggered three-year terms.
- D. The CCOC will elect a Chair or Co-Chairs (limit to two) from among voting faculty members.
- E. The Associate Vice Chancellor for Academic Planning and Institutional Effectiveness, or designee, shall serve as a non-voting ex-officio member.
- F. The CCOC shall invite a non-voting representative from each of the following areas:
  - undergraduate advising office director or advisor
  - Auraria Library
  - Office of the Registrar

#### **II. Duties and Responsibilities**

- A. The CCOC shall establish and publish criteria for approving courses in the Core Curriculum.
- B. All courses submitted to CCOC for review and approval must first be approved by the faculty governance procedures in the school/college submitting the course.
- C. The CCOC shall monitor Core Curriculum courses to ensure adherence to general-education guidelines as determined by the Colorado Commission on Higher Education, the University of Colorado Board of Regents, and the CU Denver schools/colleges.
- D. The CCOC shall monitor the scheduling of Core Curriculum courses and, if necessary, make recommendations to individual schools/colleges to alleviate course conflicts and to maximize student access.
- E. The CCOC shall implement general education assessment tools to monitor student performance in the Core Curriculum. The CCOC will work collaboratively with other CU Denver Office of Assessment and the Center for Faculty Development to determine the best general-education assessment tools.

- F. Substantial modifications to the CCOC Bylaws shall require a majority vote of the faculty in each undergraduate school/college. Minor modifications or adjustments require a majority vote of the CCOC. It shall be the responsibility of the CCOC to determine whether modifications are substantial or minor.
- G. Substantial modifications to the Core Curriculum shall require a majority vote of the faculty in each undergraduate school/college. Minor modifications or adjustments require a majority vote of the CCOC. It shall be the responsibility of the CCOC to determine whether modifications are substantial or minor.
- H. The Office of Academic Planning shall provide administrative oversight and staff support to the Chair/s and the CCOC.

### **III. Meeting Operations and Voting**

- A. The CCOC shall meet monthly during the nine-month academic year, or as determined by either the Chair/s or a majority of voting members.
- B. Quorum is defined as at least one voting member from each of the undergraduate schools/colleges or 2/3 of voting members in attendance.
- C. Formal votes to be taken by the CCOC require a minimum of one calendar week notification through a distributed agenda; with the understanding there may be exceptions based on student appeals and faculty submissions to this timeline.
- D. When a quorum is present, a simple majority of voting members present is required to pass a motion. When a quorum is not present, a super majority vote of at least 2/3 of voting members present is required to pass a motion. In the event of a tie vote, further discussion and additional vote(s) will ensue.
- E. In the event of unanticipated or unusual circumstances, the voting members of the CCOC may approve alternate means (e-mail) of voting. Voting by proxy is not allowed.

### **IV. Advisory Committees**

- A. The CCOC may establish an advisory committee for Cultural Diversity and an advisory committee for International Perspectives courses in the Core Curriculum. The CCOC may establish an advisory committee on substantive areas within the Core Curriculum.
- B. An advisory committee shall consist of two to four faculty members with content expertise for the appropriate advisory committee and representative of undergraduate schools/colleges.
- C. The advisory committee shall recommend guidelines for core courses, make recommendations as to the approval or disapproval of specific courses submitted for CCOC approval, and shall advise the CCOC on matters relating to the Core Curriculum. All recommendations are to be submitted to the Chair/s of the CCOC.
- D. The CCOC may not delegate authority to approve core courses to any advisory committee.