

**College of Nursing, Health, and Human Services Curriculum and Academic Affairs
Committee Procedures Document**

This document is a compilation of current College of Nursing, Health & Human Services Curriculum Academic Affairs Committee's (CAAC) operational procedures. It is intended to acquaint CAAC members and Faculty within the College with the committee's organization and functions. Each Fall the committee should review this document to update and revise it as is appropriate. Furthermore, the procedures identified herewith are intended to establish the role that committee shall have in furthering the curriculum development goals and educational philosophy of the College of Nursing, Health, and Human Service.

1. Committee Mission & Purpose

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to College courses curricula, activities and resources which are primarily academic in nature.

2. COMMITTEE CHARGE:

A. The Curriculum and Academic Affairs Committee shall act on all curricular matters requiring unit-level approval and other matters as relevant to the committee's charge which include: - .

- a. Review the mission, vision, and value statements and make recommendations to the College Executive Committee
- b. Review policies governing undergraduate and graduate curricula and make recommendations to the College Executive Committee
- c. Review requirements for all undergraduate and graduate degrees and certificates and make recommendations to the College Executive Committee
- d. Make recommendations to the College Executive Committee regarding:
 - i. New curricula
 - ii Extensive revision of existing curricula

- iii Changes in requirements for all academic programs
- e. Collaborate with appropriate College personnel regarding:
 - i. Development and use of physical facilities
 - ii Selection and use of clinical facilities
 - iii Resources vital to effective teaching
- f. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate
- g. Review individual courses for congruence with the College philosophy and program objectives
- h. Recommend the establishment, abolishment, merger or subdivision of schools/departments and other academic units of the College
- i. Appoint subcommittees as needed. Submit an annual report to the Executive Committee

COMMITTEE COMPOSITION:

*The committee shall consist of appointed or elected faculty members – one each from each of the departments within the College, student representatives and ex-officio members as identified below: -

a. Faculty

- i. Each department will either appoint or elect one tenured or tenure- track faculty as a representative.
- ii. Members on leave shall be replaced by their respective department for the semester on leave.

b. Students

- i. One undergraduate and one graduate student shall have speaking seats.
- ii. The students are appointed by the Student Affairs Committee.

3. Officers

The Curriculum and Academic Affairs Committee shall annually elect from its membership a chairperson, vice chairperson, and secretary.

4. Term of Office:

a. Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

b. Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

5. Ex-officio members

The following members shall have speaking seats:

Dean

Associate Dean for Academics

Department chairpersons

Director of Student Affairs Office

Director of the Learning Resource Center

COMMITTEE OPERATIONS

6. Meetings

a. Meetings shall be called regularly during the academic year.

Frequency: The committee usually meets once every month during the Fall and Spring semesters. The Fall meeting schedule should be agreed upon in August. The Spring meeting schedule should be agreed upon by the end of November. Two-Weekly meetings are often necessary near the end of Fall and at the beginning of Spring semesters in order to meet deadlines. Where necessary and in consultation with the Academic Dean’s Office, the Chairperson or the Vice-Chairperson may call meetings outside of the routinely agreed frequency as necessitated by the work at hand.

b. Meetings will be called by the Vice-Chairperson in the absence of the Chairperson.

c. Meetings are open to members of the administration, administrative/professional staff, faculty, and students (except for executive sessions).

7. Quorum

A quorum will be more than half of the voting membership of the committee.

8. Agenda and Minutes

- a. The agenda shall be compiled by the committee Chairperson and circulated with pertinent documents five days in advance of a meeting.
- b. The committee Secretary shall circulate minutes to all CAAC members within ten working days.

9. Majority

A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” [RONR (10th ed.), p. 387, 1.7-13; see also q. 4 on p. 114-115, and q. 6 on p. 115-116 of Robert’s Rules of Order Newly Revised in Brief, 2004, Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J.]

10. Deadlines: Deadlines are established for the receipt of curricular items in the Academic Dean’s Office for the purpose of managing the assignment of items to agendas for particular meeting dates. The College Constitution will determine the schedule of deadlines. In that regard, ***deadlines are one week plus two*** business days prior to each scheduled meeting. This allows time for agenda packets to be assembled and distributed. **(For full guidance, Please refer to the Appendix 1.1 for the CAAC Process Flow-chart and guide for submissions to the Committee).**

11. Agendas: The Academic Dean regularly monitors the submission of items requiring the Committee’s action and consult on the drafting of agendas. Items are included on agendas usually in the order in which they are received by the College CAAC. The day after each deadline, the Committee Chair assembles the agenda packets and sends them to committee members for their initial review.

12. Processing Curricular Items: When the Committee Chair receives a curricular item, they process it as outlined in the College of Nursing, Health and Human Services CAAC Process Chart **(Appendix A)**.

On receipt of Agenda items, the committee chairperson will offer an invitation to the contact person to attend the beginning of the next appropriate committee meeting. During the meeting, the contact persons present their items at beginning of the meeting, then leave. The committee discusses and determines the best action to take. This may include voting on the proposal and/or taking additional time to consider the proposal. The range of committee actions are articulated more explicitly in **Appendix A (the CAAC process Chart)**.

13. Preview Service: The Associate Dean's office offers departments a *preview service* to identify issues of both form and content that could keep an item from being approved during its first reading. (**Appendix B** offers a guide on key expected content within submitted syllabi) Before a department makes all the required photocopies, the contact person may email a draft of their material to the Academic Dean's Assistant, or the Academic Dean. Materials received by the Academic Dean's office will be reviewed informally and with the focus being that the Academic Dean's office will provide the contact person with informed advice to improve the item usually within two or three days. After receiving this feedback, the contact person can make changes, then photocopy the paperwork and submit it according to the schedule of deadlines (2 paper copies and 1 electronic copy should be submitted to the Program Assistant and Committee Chair respectively).. Please note that the preview service: (1) **should be done electronically via email**, rather than using hardcopies to avoid hand-delivery; (2) **does not constitute formally submitting your material for committee review**; hardcopies are still required for committee review (3) **should be done well in advance of Committee's submission deadlines**.

14. Final Action: As soon as possible after a meeting, the Chair signs the original copy of the items that the committee approved. The Chair emails the contact person (and copies the Academic Dean's Assistant) informing them whether the item was approved (may include suggestions for revisions to facilitate approval by the CONHHS CAAC or tabled (with requirements for necessary revisions before CAAC will approve).

15. Minutes: After each meeting, the secretary emails the minutes to the committee and to the Academic Dean's assistant.

Communication with CONHSS CAAC:

CAAC chair's Email : NHHS-CAAC@indstate.edu

College CAAC documentation, Actions and Minutes of meetings will be posted on the Committee webpage.

<http://www.indstate.edu/nhhs/organization/governance-committees/caac/caac-members.htm>

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