

**MISSISSIPPI STATE UNIVERSITY
COLLEGE OF ARTS & SCIENCES
COLLEGE CURRICULUM COMMITTEE
Revisions Proposed 5/2/25; Approved by A&S Faculty Senate 5/8/25
BYLAWS**

ARTICLE I

NAME

The name of the organization shall be the College Curriculum Committee, hereinafter referred to as the CCC.

ARTICLE II

PURPOSE

- Section 1** The purpose of the CCC shall be to:
- A. Determine if proposed curricula and courses are within the scope of the stated purpose of the college, school or department concerned.
 - B. Determine if proposed courses duplicate existing courses.
 - C. Ensure A&S curriculum and course changes follow the University Committee on Courses and Curricula (UCCC) policies and procedures.
 - D. Provide oversight of the A&S-specific degree requirements for programs within the college.
 - E. Serve as liaison for A&S faculty and advocate for A&S programs to the UCCC.
- Section 2** The CCC reports to the Associate Dean for Academic Affairs in the College of Arts & Sciences.

ARTICLE III

COMPOSITION

The CCC membership shall include fifteen voting faculty members, and additional non-voting representatives as listed below.

- Section 1** The fourteen departments housed in the College of Arts & Sciences, as well as the Division of Arts & Sciences at Meridian, shall each have one designated seat on the CCC, for a total of 15 seats on the committee. Units will ordinarily select their own representative, whether through an internal election or appointment process. All permanent faculty members are eligible to serve on the CCC.

Terms will be staggered to ensure continuity of the committee as follows: the departments of Communication, Physics and Astronomy, Geosciences, and English, as well as the Division of Arts & Sciences at Meridian, will each have a designated committee seat whose first term begins in Fall 2025; the departments of Biological Sciences, Philosophy & Religion, Sociology, Political Science, and Classical & Modern Languages and Literature will each have a designated committee seat whose first term begins in Fall 2026; and the departments of Anthropology and Middle Eastern Cultures, Mathematics and Statistics, History, Chemistry, and Psychology will each have a designated committee seat whose first term begins in Fall 2027. As a unit's designated committee seat comes open, it may choose whether to fill that seat with a member of their faculty or to allow an open college-wide election to fill the seat by any interested, eligible A&S faculty member for the term.

When a unit has a seat coming open in the fall, it must notify the College Curriculum Committee Chair by April 15 of the preceding semester with the name of its selected department representative or a request to fill the seat through an open college-wide election. It is recommended that each department and division select their curriculum chair to serve on the CCC, but this is not a requirement. While committee members must be able to serve a full three-year term, there is no term limit for voting members selected by their departments or division.

Should a seat become available before the end of a member's term, it will go back to the unit it is designated to, even in cases where the seat had been filled through an open college-wide election.

- Section 2** The non-voting members shall be:
- A. The vice chair, who is a representative of the office of the Associate Dean of Academic Affairs.
 - B. A representative of the Curriculum Development Support Team in the Dean's Office.
 - C. An Assistant or Associate Dean of Academic Affairs.

ARTICLE IV MEMBERSHIP

- Section 1** The Dean of Arts & Sciences will facilitate elections for any open positions resulting from a department declining to fill their designated seat. All permanent A&S faculty may vote in such elections of CCC members. The standard length of appointment will be three years for faculty members. Non-voting members are exempt from the rotation.

Section 2 If a member wishes to resign, the member shall make the request to the Associate Dean.

Section 3 There is no term limit for voting members representing their home unit. However, if a seat is filled through open election, it goes back to the designated unit at the end of the voting member's three-year term. The designated unit may then decide to fill the seat with one of their faculty or to open it again to a college-wide election.

ARTICLE V

FREQUENCY OF MEETING

Section 1 The CCC shall meet on a regularly scheduled basis (at least once per month) during Fall and Spring semesters. The dates and time shall be determined at the beginning of the academic year by the Chair, taking into account the UCCC submission deadlines and meeting schedule.

Section 2 A specially called meeting may be held as requested by the CCC Chair or a majority of the CCC members.

Section 3 A quorum for the CCC shall be one-half of the voting members.

Section 4 Voting members of the CCC are expected to attend all meetings but may in unusual circumstances cast their votes in absentia by emailing the CCC chair in advance of the meeting.

ARTICLE VI

OFFICERS

Section 1 The officers of the CCC shall include the Chair and the Vice Chair.

A. The Chair presides at all meetings of the CCC and represents the CCC to the Associate Dean. The Chair shall be selected by the Associate Dean after the elections have been completed for the upcoming year. The Chair must have served on the CCC for at least one year prior to becoming Chair. Prior service does not need to immediately precede the term as Chair. The Chair's term shall be two years long, from July 1 of the first year of the term to June 30 of the second year of the term. The Chair shall receive a course release each year to perform the duties of the Chair in reviewing proposals, advising departments and programs concerning proposals, and establishing meeting times and agendas. The Chair will be

responsible for taking notes on the discussion and recommendations of the CCC and communicating those to the submitters.

- B. The Vice Chair provides administrative support for all CCC meetings, including assisting the Chair in preparing and facilitating the meeting. The Vice Chair is a non-voting member of the committee and is appointed by the Associate Dean from the Academic Affairs staff. In the event that the Chair has to miss a meeting, the Vice Chair will lead the meeting in their absence.

Section 2 In the event of a vacancy in the Chair position, the Associate Dean shall select an eligible member to complete the vacant term.

ARTICLE VII

REVIEW PROCEDURES

Section 1 The CCC Chair will establish the deadline and meeting schedule calendar and submit it to the A&S Dean's Office for posting on the website. In general, A&S CCC deadlines should be approximately one week before the CCC meetings, which should take place approximately one week before the UCCC deadlines.

Section 2 Submissions to the CCC should follow the UCCC Guide & Format. The CCC will review submissions for both content and conformity with UCCC requirements. Incomplete submissions will be returned to the submitter for correction. Individual course proposals should be submitted through the CIM. All other proposals should be submitted in hard copy directly to the Dean's Office; the Vice Chair will be responsible for ensuring the proper routing of the hard copy.

Section 3 After review and discussion, the CCC will vote on proposal outcomes from the following options:

- A. Approved – The Chair formally approves the proposal and advances it to the next stage of review in the workflow.
- B. Minor Revisions Required (Passed Contingent) – The Chair rolls the proposal back to the submitter with revisions requested by the CCC. When the revised proposal is resubmitted, the Chair may review the changes and individually approve them.
- C. Major Revisions Required (Tabled) – The Chair rolls the proposal back to the submitter with revisions requested by the CCC. When the revised proposal is resubmitted, the CCC reviews the changes and votes on them.
- D. Approve with Revised Syllabus – The Chair does not formally roll the proposal back. Instead, the proposer emails the Chair the revised syllabus (with minor edits) and the Chair inserts the edited syllabus into the CIM and approves it forward.

Section 4 The CCC will determine review procedures to be used at the start of each academic year. Depending on the CCC members' preferences and the number of proposals, submissions may be reviewed by the committee as a whole or delegated to specific members.

ARTICLE VIII
AMENDMENTS

These bylaws may be amended by a two-thirds vote of CCC members. The vote may be taken either at a regular or a called meeting, or through ballot. Proposed amendments must be circulated to CCC members at least two weeks before voting can be conducted. Amendments may be proposed by a majority of CCC members, by the CCC Chair, or by an Ad Hoc committee established for that purpose.