

Extended Campus Curriculum Committee By-Laws

As of 5-Oct-12

Statement of Policy

The Northern Arizona University Extended Campus Curriculum Committee (ECCC) is responsible for review, assessment, and initial approval of course and program changes related to NAU Extended Campuses. The ECCC will also address broad strategic issues related to curriculum development, emphasizing collaboration, avoiding duplication, and integrating course and assessment-based approaches.

All actions of the ECCC are advisory to the highest-ranked Extended Campus administrator of faculty. As an academic courtesy, the ECCC shares all decisions with the UCC as an information item in a timely manner.

The ECCC reports directly to the highest ranked NAU Extended Campus administrator of faculty.

The Extended Campus Curriculum Committee Charges Include:

- Recommending approval or disapproval to the highest-ranked Extended Campuses administrator of faculty or their designee of all new courses, programs and degrees, proposed changes in existing courses, programs and degrees, and proposed deletion of courses, programs and degrees.
- Keeping interested parties informed of relevant ECCC activities.
- Insuring that proposals comply with the stated mission and goals of NAU Extended Campuses.
- Insuring that proposals do not cause students to stay within their programs for an undue length of time.
- Insuring that proposals include a component-addressing need, including assessment data as appropriate. This may include gathering input from part-time faculty, students, and other stakeholders as needed.
- Insuring clarity for Students, Faculty, Advisors, and other stakeholders.
- Other curricular duties as assigned by the highest-ranking NAU-Yuma administrator of faculty.

Meetings

- The ECCC regularly meets for each month of the academic year, but will meet more frequently if need arises.
- A quorum consists of fifty percent of voting members.

ECCC Items

All items must be proposed on appropriate forms approved by the ECCC. These forms will include ECCC requirements as appropriate to the proposal. The deadline for submitting items is three weeks before the meeting. Later submissions may be accepted by the chair.

- **Fast-Track Items:** Items listed on the Fast-track list represent minor changes. Fast-Track items do not require representation from the academic unit. ECCC voting members may request a vote to convert Fast-Track items to Action Items with notice to the ECCC Chair at least twenty-four hours prior to the scheduled ECCC meeting.
- **Action Items:** Action Items require a knowledgeable representative from the appropriate academic unit to attend the ECCC meeting to present the items and answer questions. Items may be tabled for a later ECCC meeting when an appropriate representative is not present.
- **Information Items:** Presentations that provide content assisting ECCC members in making decisions

Appointment and Composition

- The ECCC is a standing committee composed of faculty and staff.
- ECCC voting faculty members represent each instructional area and are elected by faculty. Faculty are the only voting members.
- ECCC members serve a three-year term. Faculty members may be reelected for additional terms.
- Should a voting faculty member fail to meet fifty percent of required meetings or elect to resign, the ECCC chair may declare the position vacant and a representative of their instructional area may appoint a replacement for the remainder of the academic year.
- The ECCC Chair is elected on the last ECCC meeting of the academic year. The Chair serves for one academic year and may be re-elected so long as they remain on a three-year term. The Chair has no voting rights except to break a tie. For electing voting faculty members, the Chair is not considered a member of their instructional unit.
- The highest-ranked Extended Campus administrator of faculty or their designee may appoint non-voting temporary or permanent members to ECCC. These members may make proposals and are encouraged to comment.
- In addition to these members, the ECCC Chair may invite representative(s) to sit on the committee for extended periods. These members do not have voting rights.

Duties

Chair

- Establish an agenda in consultation with all appropriate stakeholders.
- Conduct timely and effective meetings.
- Insure that all ECCC members receive appropriate materials before the meeting.
- Insure that all interested stakeholders are aware and have access to ECCC decisions.
- Liaison between the ECCC and the highest-ranking Extended Campuses administrator of faculty or their designee.

Voting Members

- Attend all meetings; Substitutes, proxies and votes in absentia are not permitted.
- Be prepared including reading all distributed materials.

Procedures for Changing the Bylaws

These Bylaws may be amended by a vote at any regular meeting of the ECCC provided that notice of the proposed actions at least two (2) weeks prior to the meeting at which the action is to be taken.