Article I-Name
The official name of this Committee is the Blinn College Curriculum Committee.

Article II-Objectives of the Committee
The purpose of the Curriculum Committee is the consideration, revision and adoption of new and revised courses and the deletion of unneeded courses or programs. Specific curriculum matters will also be discussed and voted on.

Article III-Membership
The membership of the Curriculum Committee shall consist of the following:

Permanent Positions
- Division Membership: Permanent position
- Division of Agricultural and Natural Sciences (ANS)
- Division of Mathematics, Business, Technology, and Engineering (MBET)
- Division of Health Sciences (HS)
- Division of Humanities (HU)
- Division of Social Sciences (SS)
- Division of Visual/Performing Arts & Kinesiology (VPAK)
- Division of Workforce Education (WF)

Faculty: In consultation with the Faculty Senate and the appropriate vice-president, 1 faculty member per division will be selected to two year term.

Ex-Officio Members:
- Vice President of Instruction
- Dean of Institutional Effectiveness & Enrollment Management
- Schulenburg Campus Director
- Sealy Campus Director
- Dean of Distance Education
- Director of Academic Advising & Counseling Services--Brenham
- Director of Academic Advising & Counseling Services--Bryan

Ex-officio members, although not having a vote, lend their guidance and insight into the proceedings of this committee.

Article IV-Voting Privileges
Each division will have one leadership and one faculty vote on all matters put before the committee. A proxy may be selected to vote and otherwise represent the division in case the division member cannot attend a meeting. The chair should be notified at the beginning of the meeting if a member has a proxy. A proxy is for voting purposes only. A majority vote, by show of hands, is necessary for a proposal to be passed.
Article V-Defining a Quorum
If at any time during a meeting a quorum is not present, no further votes shall be taken. For a quorum to be present there should be no less than half the voting membership present.

Article VI-Clarification of Procedures
The Vice President of Instruction will resolve all disagreements between divisions and division chairs before the electronic Course Proposal is sent to the Curriculum Committee chair. No Course Proposal may come before the Curriculum Committee until all parties are in agreement as to its facilitation.

Article VII-Officers
The Curriculum Committee will have two elected officers:
1. Curriculum Committee Chair
2. Curriculum Committee Secretary

Officers are elected on a bi-annual basis by vote of the membership. This vote will be held during the last scheduled monthly meeting of the academic year. The officers will be elected for a term of two years, with the selection alternating between the Brenham and Bryan Campuses. Each will assume office immediately upon election. A Chair-Elect will be nominated from the alternate campus and moved for election during the last scheduled monthly meeting of the current Chair’s first year of service. The Chair-Elect will serve in a position of training under the guidance of the current Chair to facilitate a smooth transition into the following year. Revised March 2014 by Leslie McGinnis

Article VIII-Duties of the Chair
The Curriculum Committee chair shall be responsible for conducting all business brought before the Curriculum Committee. All meetings will be conducted by Robert's Rules of Order, Newly Revised, in Brief, by Henry M. Robert III, subject to modifications made in these Bylaws. The Chair shall:
1. Compose and forward electronically the agenda for each meeting to the committee members.
2. Conduct the proceedings of each meeting.
3. Advise the preparers of all Course Proposals and Master Course Syllabi.
4. Assist the president of the Council of Division Chairs with scheduling the monthly meeting dates and times during academic year. Meetings can also be scheduled as needed for August and January. Meetings are scheduled for 1:30 P.M. All meetings scheduled in an Interactive Video Conference (IVC) room must be reserved in advance using the approved College procedure. This task should be completed during the summer and must include the Brenham, Bryan, Schulenburg, and Sealy campuses.
5. Sign hard copies of the Course Proposal forms and Master Course Syllabi approved or acknowledged by the Curriculum Committee and send them to the Vice President of Instruction.
6. Update the Curriculum Committee website prior to the first meeting in August and post all agendas and minutes to Curriculum Committee website.
7. Coordinate all business with the Chair-Elect and train him/her in all necessary duties of the Chair so that the Chair-Elect will be able to take office immediately upon the end of the Chair’s term of office (or earlier if necessary).

Article IX-Duties of the Secretary
The Curriculum Committee Secretary is the recording officer of the Committee and the custodian of its records, including the archives to be held in the Brenham campus Library.

The Secretary shall:
1. Keep accurate minutes of all proceedings according to Roberts Rules of Order, Newly Revised, In Brief.
2. Keep a roll of the members present.
3. Send the minutes of all meetings, Course Proposals forms, and Master Course Syllabi to the Vice President of Instruction at the conclusion of each academic year.
4. Send an electronic folder with all proceedings from the previous year to the newly elected Curriculum Committee chair.
5. Send a hard copy of all meeting minutes to the Brenham Library to be kept on file.
6. Send an electronic copy of all meeting minutes to the web page coordinator for posting on the Curriculum Committee website.

**Article X-Duties of the Chair-Elect**
The Curriculum Committee Chair-Elect serves as alternate to the Chair, assuming the responsibilities of the Chair should the Chair not be available or able to fulfill their term of office.
The Chair –Elect shall:
1. Serve as Chair during any absence of the current Chair.
2. Become trained in all aspects of the position of Committee Chair, under the guidance of the current Chair.

**Article XI- Amending These Bylaws**
Proposed changes must be announced at least one week in advance of the meeting to consider them. For changes to be adopted, a two-thirds vote is required as well as ratification by the Vice President of Instruction.


**Officers for the Current Academic Year:** Mr. Grady Hendricks- Chair, Ms. Amy Winningham-Secretary

**Ex-Officio Members: 2015-2016**
Vice President of Instruction –Vacant
Dean of Institutional Effectiveness and Enrollment Management- Mr. Joe Baumann
Schulenburg Campus Director- Ms. Becky Garlick
Sealy Campus Director- Ms. Lisa Caton
Dean of Education Partnerships – Dr. John Beaver
Dean of Distance Education- Dr. Mark Workman
Director of Academic Advising and Counseling Services (Brenham)- Mr. Robert Lovelidge
Director of Academic Advising and Counseling (Bryan)-Ms. Sophia Polk
Dean of Admissions, Records/Registrar- Ms. Andrea Liner