1. PURPOSE

The purpose of the College of Health Science Curriculum Committee is to review, recommend, and vet curricular additions, deletions, or changes at the undergraduate and graduate levels for the College of Health Sciences prior to review and vetting at the University level.

2. MEMBERSHIP

The committee shall consist of appointed or elected faculty members – one from each program/discipline within the College, one member from the Student Support Center; ex-officio members as identified below:

a. Faculty:
   i. Each program will either appoint or elect one tenured, tenure-track faculty, or clinical faculty as a representative for a three-year renewable term.
   ii. Members on leave of absence shall be replaced by their respective programs for the duration of the absence period.

b. Student Support Center:
   i. The SSC will either appoint or elect a representative.

c. Ex-officio members:
   The following members shall have speaking seats:
   Assistant Dean for Student Affairs

d. Officers and Term of Office:
   The Curriculum Committee shall annually elect from its membership a Chairperson, Chair-elect, and secretary.
   i. Chairperson will be determined by nomination and Committee vote. Chairperson duration will be 3 years.
   ii. Chair-elect will be determined by nomination and Committee vote. Chair-elect duration will be 1 year.
   iii. Secretary will be determined by nomination and Committee vote. Secretary duration will be 3 years.
3. COMMITTEE FUNCTIONS

The Curriculum 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 proposed changes to the curriculum for undergraduate and graduate programs in the College of Health Sciences.
b. Upon approval of proposed changes, the Chairperson forward program requests to appropriate university channels for additional approvals and adoption of changes.
c. Review undergraduate and graduate curricula and make recommendations.
d. Review requirements for all undergraduate and graduate degrees, minors, and certificates and make recommendations.
e. Make recommendations and guide:
   i. New curricular development.
   ii. Extensive revision of existing curricula.
   iii. Changes in requirements for all academic programs.
   iv. Catalog changes
f. Review new individual proposals for congruence with the College mission.
g. Appoint subcommittees as needed.
h. Submit/upload an annual report to CHS.
i. It is estimated that active participation as a member of the Curriculum Committee will constitute approximately 80 hours per year of service to the College of Health Sciences, which is approximately equivalent to 5% service. Active participation as an officer of the Curriculum Committee will constitute approximately 100 hours per year of service to the College, which is approximately equivalent to 6.25% service
j. If a committee member is unable to attend the semester’s meetings, or the committee member is not fulfilling the committee responsibilities, the department chair, director, or supervisor should designate a substitute (short-term proxy). The committee member is responsible for forwarding all pertinent materials to the substitute. Departments/programs may elect to name a long-term or permanent substitute in the case where a member cannot attend for a semester or longer. In the case of a long-term or permanent substitution, the original term must be completed before a new two-year term begins.

4. COMMITTEE OPERATIONS

a. Meetings:
   i. The first organizational meeting for the academic year will be called by the Chairperson of the Curriculum Committee during the first two weeks of the fall term. This will be an organizational meeting to determine the meeting frequency, times, and schedule for the semester and the elections of officers.
ii. Traditionally, the committee usually meets twice every month during the fall and spring semesters. The fall meeting schedule should be agreed upon during the first meeting. The Spring meeting schedule should be agreed upon during the last fall meeting. Additional meetings may be necessary near the end of fall and at the beginning of spring semesters in order to meet deadlines posted by the Faculty Senate (Undergraduate Curriculum Committee, and Graduate Faculty and Council). Where necessary and in consultation with the Assistant Dean for Student Affairs, the Chairperson or the Chair-elect may call meetings outside of the routinely agreed frequency as necessitated by the work demands or call for online voting.

iii. Meetings will be called by the Chair-elect or by the Dean of the Student Affairs in the absence of the Chairperson.

iv. Meetings are open to the UTEP community.

b. Quorum:
A quorum will be constituted by having more than half of the voting membership of the committee. 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. If a member of the Curriculum Committee sends their comments in advance, the member will be counted toward quorum. If a committee member is also acting as a sponsor/presenter they should abstain from voting on that particular item. The Committee Chairperson will determine if some of items can be eligible for online voting. If a voting quorum is not met or not feasible, an online vote may be called by the Chairperson.

c. Agenda and Minutes
i. The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five working days in advance of a meeting.

ii. The committee Secretary shall circulate minutes to all CC members within five working days. Approved minutes will be archived in a university-approved data storage platform.

iii. Items are included on agendas usually in the order in which they are received by the College CC.

d. Deadlines:
The schedule of deadlines for formal submission of curriculum proposals is annually aligned with the deadline of the faculty senate and determined by the CC. In that regard, deadlines for formal submission should be at least two weeks prior to each scheduled CC meeting. When an item appears on the agenda, CC members should have at least two weeks to formally review proposals.

e. Committee Meeting dates for the current year are in Appendix A
f. **Processing Curricular Items:**
   i. When the Committee Chairperson receives a curricular proposal, it is processed as outlined in the College of Health Sciences CC Review Process Chart (**Appendix B**).
   ii. Upon listing a curriculum proposal as an Agenda item, the Committee Chairperson will invite the contact person(s) to attend the next appropriate committee meeting and make a presentation not to exceed 10 minutes. During the meeting, the contact person(s) will present their items and answer questions posed by the committee members and ex-officious present. The committee discusses and determines the best action to take. This may include voting on the same session of the proposal presentation or tabling the proposal. An item may be tabled for the following reasons: incomplete information (additional information requested), editorial changes to the document, and/or in absence of a presenter (e.g., presenters are not available).

g. **Preview Service:**
   This service is strongly recommended for new and extensively revised academic programs. The Director of Academic Reports and Curriculum from the Provost Office offers departments a **preview service** to identify issues of both form and content that may keep an item from being approved in the usual timeline of the next meeting after the initial presentation. Before a department makes a formal submission, the contact person may email a draft of their material to the Director of Academic Reports and Curriculum from the Provost Office. Materials received by the Director of Academic Reports and Curriculum will be informally reviewed and this office will provide the contact person with informed advice to improve the documentation. After receiving feedback, the contact person can make changes, and submit the curricular documents for a formal review to the CC. Please note that the preview service: (1) should be done electronically; (2) does not constitute formally submitting your material for committee review; (3) should be done well in advance of the Committee’s submission deadlines for catalog inclusion.

h. **Formal Submission:**
   i. Formal Review: All proposals that are not expedited must go through a formal submission. Documents must be downloaded from the Office of the Provost [https://www.utep.edu/provost/curriculum/index.html](https://www.utep.edu/provost/curriculum/index.html) Documents must be delivered to the Chairperson two weeks prior to the next CC Meeting to be considered for the agenda. This will provide the College CC a minimum of two weeks each to review the proposal.
   ii. Proposals that require minimal changes (prefix, course #, editorial) may be expedited through online voting and online approval dictated. Any substantial change to a program or a proposal that will impact another department will require a full review.

i. **Final Action:**
The Chairperson signs the approval page and sends all reviewed documents to the Dean’s Office for final approval. The Dean’s Office sends it to the Provost Office. Refer to CC Review Process Chart (Appendix B).

j. Communication within the CHS CC:
College CC documentation, program proposals, agendas, minutes of meetings will be posted on the university-approved data storage platform. Procedures documents will be posted on the Curriculum Committee webpage.
https://www.utep.edu/chs/about/college-committees.html

(Revised: CHS CC 11.22.2021)
### College of Health Science Curriculum Committee

#### Committee Members (Appendix A)

<table>
<thead>
<tr>
<th>Committee Member (2021-2022)</th>
<th>Department/Program</th>
<th>Role</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Browne</td>
<td>PT</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Dahlia Castillo</td>
<td>OT</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Maria Duarte-Gardea</td>
<td>PHS</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Oralia Loza</td>
<td>PHS</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Joy Olimpo</td>
<td>Dean’s office Liaison</td>
<td>Ex Officio</td>
<td>NEVER</td>
</tr>
<tr>
<td>Amelia Rau</td>
<td>SLP</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Lori Torres</td>
<td>CLS</td>
<td>Chair</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Carolina Valencia</td>
<td>RS</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
<tr>
<td>Jason Mallonee</td>
<td>SW</td>
<td>Member</td>
<td>Sept 1 2024</td>
</tr>
</tbody>
</table>

#### Meetings and Required Agenda Items

One monthly meeting during the second week of each month with ad-hoc meetings as needed. Agenda items are due two weeks in advance of each scheduled meeting.

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Deadline for Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>xx</td>
<td>2021</td>
<td>xx</td>
</tr>
<tr>
<td>November</td>
<td>xx</td>
<td>2021</td>
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<tr>
<td>December</td>
<td>xx</td>
<td>2021</td>
<td>xx</td>
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<td>January</td>
<td>13</td>
<td>2022</td>
<td>December 30, 2021</td>
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<tr>
<td>March</td>
<td>10</td>
<td>2022</td>
<td>February 24, 2022</td>
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<td>April</td>
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<td>2022</td>
<td>March 31, 2022</td>
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<td>May</td>
<td>12</td>
<td>2022</td>
<td>April 28, 2022</td>
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<td>June</td>
<td>9</td>
<td>2022</td>
<td>May 26, 2022</td>
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<tr>
<td>July</td>
<td>14</td>
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<tr>
<td>Aug</td>
<td>11</td>
<td>2022</td>
<td>July 28, 2022</td>
</tr>
<tr>
<td>September</td>
<td>usually do not meet as too soon in the semester</td>
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</tbody>
</table>
Step 1: After running the proposal through The Director of Academic Reports and Curriculum from the Provost Office, forward the memo, signature page, proposal, and attachments to your department chairperson or program director. Please archive all proposals in your department.

Step 2: Submit an electronic copy of the documents to the College CC Chairperson to be included on the next meeting agenda with the following lead time:
- Full review: 2 weeks
- Expedited review: to be determined by the CC Chairperson

Step 3: Presentation to CHS CC
Course/Program leaders will be invited to CC meeting for no more than 10 min presentation. No formal feedback nor decision will be available to the presenter.

Step 4: CHS CC Decisions
- Vote (Approval)
  - Approval
  - Approval with required amendments
- Vote (Non-Approval)
  - Communicate with the Course/Program leaders on the significant curriculum related deficiencies and needed changes

CHS CC Process complete

 Denied
Tabled
Revised