I) Approval History
   A) Approved at Arts and Sciences Faculty Meeting, December 1980
   B) Revised November 1983
   C) Revised 1989-90 - Approved at Arts & Sciences Division Meeting, April 1990
   D) Revised 1994-95 - Approved at Arts & Sciences Division Meeting, October 1995
   E) Revised 1998-99 - Approved at Arts & Sciences Division Meeting, November 1999
   F) Revised 2002-03 - Approved at Arts & Sciences Division Meeting, November 2002
   G) Revised 2003-04 - Approved at January 20, 2004 C&I meeting
   H) Revised 2003-04 - Approved at Arts & Sciences Division Meeting, April 29, 2004
   I) Approval of C & I Bylaws ceded to C&I Committee members at Arts & Sciences Division Meeting, April 29, 2004

II) Objectives
   A) To provide for orderly development and revision of courses by approving/disapproving and tabling Course Action Requests
   B) To review departments' processes of curriculum development and assessment and to delete those courses that are no longer offered

III) Committee Membership (see Appendix A)
   A) Departmental Representation
      Arts and Humanities       English       Social Sciences
      Career Option             Iowa City      Student Development
      Distance Learning         Math/Science/Physical Education

   B) The number of committee members from each department is based on the number of full-time Arts and Science faculty as follows (see Appendix A)
      1) 1 – 10 full-time faculty.............................................................................. 1 member
      2) 11 – 20 full-time faculty.............................................................................. 2 members
      3) 21 and above full-time faculty...................................................................... 3 members
C) Ex-officio Membership
   1) Administration ................................................................. 1 member
   2) Arts and Science Advising Center ........................................ 1 member
   3) Business ........................................................................... 1 member

D) Lengths of membership are as follows:
   1) Representatives serve three-year terms.
   2) Ex-officio representatives serve as determined by the needs of the committee.

IV) Rules and Procedures
A) There is at least one regularly scheduled meeting each month, September through May, unless the committee by majority vote decides not to meet the following month. The chair may call special meetings. All meetings of the committee are open.

B) Regular selection of new members for the next year takes place during spring semester prior to the May meeting of the committee. Standard terms start at the May meeting.

C) At the May meeting the committee elects from its membership a chair who is a member of the Arts and Sciences faculty. The resource person assigns note takers. The chair of the committee provides an agenda for the regular meetings.

D) A quorum must be present for the committee to conduct business. Fifty percent of the voting membership constitutes a quorum.

E) Actions of the committee are decided by a simple majority of those members present at any regularly scheduled or special meetings.

F) Courses are reviewed as outlined in section VI and VII.

G) Committee actions shall be in compliance with institutional policies and regulations.

H) Minutes of all meetings of the committee are made available to all full-time Arts & Sciences faculty members, Deans, the Vice-President of Instruction, staff in both the Instructional Services and Student Development departments as requested by their representatives, and such persons as may be affected by such actions.

V) Guidelines for Oversight by the Curriculum and Instruction Committee
A) The committee reviews all transfer courses for Class One through Class Four Status except:
   1) Courses that are reviewed by an outside accrediting body other than NCA, e.g., American Bar Association.

   2) Courses that, by special arrangement, are transferable to a single institution but whose primary purpose is to fulfill a requirement for an Applied Science and Technology Program and are subject to Career Program Assessment Review.

   3) Courses that are attached to a Program and go through Advisory Committees and the Career Program Assessment Review Committee. These courses need not be further reviewed by C & I, but they may be at the discretion of the department, e.g., program courses that also meet core.