Preamble

The Faculty of the College of Engineering recognizes that it has continuing responsibility for that portion of the curriculum common to all undergraduate students enrolled in the College, and that the quality and character of the common curriculum is primarily a responsibility of the entire College Faculty.

In 1981, the Engineering Faculty created the College Curriculum Governing Board (CCGB) and delegated to it the responsibility and authority to carry out the Faculty’s objectives for the common curriculum. These objectives were described in the “Report of the Dean's Special Committee for Evaluation of the Core Curriculum” considered by the College of Engineering Faculty on 9 March 1981. The CCGB was given responsibility for the common curriculum as well as for courses designated as general engineering courses. The CCGB was also given responsibility to provide general oversight and leadership on educational issues, college-wide programs, and curricular organization.

The overall form of the common curriculum – its length, its balance of content between its various components, and its degree of uniformity for all students – remains the responsibility of the Engineering College Faculty as a whole. The CCGB, as part of its continuing overview, may make changes to the common curriculum, but changes with a wide impact and that might affect its overall form are to be presented as recommendation from the CCGB to the College Faculty for a vote. Since an aim of the common curriculum is to support and enhance the educational preparation of students for the several Engineering Majors, the CCGB has a special duty to consult with, seek the advice of, and inform the College Faculty of its policies and practices.

I. Members

A. Each School and Department associated with the College will assign one CCGB member, using a method to be determined by the School or Department. The normal term of office will be three years. CCGB members are eligible for additional terms of office.

B. The Dean or the Dean’s designee shall be a voting ex-officio member of the CCGB.

C. Representatives of the offices of Engineering Advising, Engineering Admissions, the Engineering Communications Program, and Engineering Minority Programs shall be nonvoting ex-officio members of the CCGB. The CCGB may designate others as non-voting ex-officio members.

II. Officers

A. The Dean shall designate one of the members appointed by a School or Department as the Chair.

B. The CCGB shall elect a Vice Chair.

C. The CCGB may establish additional officers, as it deems necessary.

III. Responsibilities and Duties

A. General Responsibilities:

   The CCGB has those responsibilities and duties delegated to it by the Faculty of the College of Engineering. This will include responsibility for continuous coordination, evaluation, and improvement of the common curriculum of the College.
B. Specific Responsibilities:

1. Specify and approve the mathematics, science, and computer science courses that are part of the common curriculum, including approval of substitutes proposed by Majors as may be allowed for in the overall common curriculum structure.

2. Specify and approve the "Introduction to Engineering" courses, designate the Engineering Distribution areas, and approve courses in these areas. Approve program substitutions proposed by the Majors for Engineering Distribution courses as allowed for in the overall common curriculum structure.

3. Specify and approve all other courses designated as “Engineering” courses in the Courses of Study and all common courses provided by the College of Arts and Sciences or any other College.

4. Specify and approve the courses that fulfill the technical-writing/communications requirement.

5. Evaluate all courses in the common curriculum and work for their improvement. Determine whether courses continue to meet the guidelines set up for the various sections of the curriculum and determine when modifications of the guidelines are in order. Evaluations shall include a current syllabus describing the content of each common course.

6. Approve and oversee the Minors and options offered by the Schools and Departments.

7. Establish a mechanism to consider and act upon student petitions for deviations from the common curriculum.

8. Set policies for the award of Advanced Placement Credits.

When a change in a common course or its syllabus is deemed necessary by the CCGB (or the School or Department responsible for offering the course) and an agreement between the CCGB and that School or Department cannot be reached, a two-thirds majority vote of the CCGB is required for the CCGB’s position to prevail. Similarly, to rescind the approval of any course requires a two-thirds majority vote of the CCGB The School or Department may appeal such actions to the College Faculty.

C. Other Responsibilities

The CCGB shall consider and recommend action concerning those areas that affect the general and educational well-being of undergraduate engineering students. These include advising, workload equity, an honors program, and any other areas the CCGB considers appropriate.

The Chair of the CCGB shall submit an annual report to the Dean of Engineering in at the end of each academic year. The report shall include (at least) a list of motions passed by the CCGB during the academic year and summaries of important issues that the CCGB discussed.

D. Meetings

1. During the fall and spring semesters, the Board shall schedule meetings for a regular time in every week that classes are in session. The time and place for such meetings shall be fixed at the beginning of each semester. The Board may decide to cancel any meeting provided that it does so at least 40 hours in advance of the regularly scheduled time.

2. Special meetings during the academic year may be called by the Chair or at the request of three members of the Board. Notice must be given at least 48 hours in advance. The Board may also schedule meetings during the intersession and summer periods.

3. A majority of the voting members of the CCGB constitutes a quorum for the conduct of business.

4. All meetings shall be open to any member of the College Faculty, members of the administrative staff of the College, and members of the committees and subcommittees of the College Faculty or of the CCGB. Speaking privileges will be granted to non-members of the CCGB subject to time constraints fixed by the Board.
5. In the event that a voting member of the Board must be absent, that member may request that the Board accept a designated faculty member of their School or Department to serve on the Board for the duration of the absence.

E. Minutes

Minutes of each meeting shall be prepared and shall be presented to the Board for action at its next meeting. Copies of approved minutes, including an attendance record, shall be available for inspection by members of the College Faculty and Administration at the Office of Undergraduate Programs.

IV. Committees

A. Membership

1. The membership of all standing and ad-hoc committees shall be approved by the Board. Members of the CCGB standing committees shall generally be appointed for a period of three years. The appointments shall be made at the end of the Spring semester, and will take effect at the start of the following fall semester. In determining suitable candidates, assistance may be sought from the Nominating Committee of the College of Engineering. The Board may delegate to the Chair the authority to name members of a committee.

2. Invitation to membership on committees may be extended to any person whom the Board feels may contribute to the work of the committee, except that students shall not be included in any committee that acts on petitions of individual students or uses the records of individual students.

3. Every committee shall include at least one member of the Board. Normally the Chair of a committee shall be a member of the Board.

4. Where appropriate, members of Schools or Departments offering courses in the province of a committee shall be invited to membership on the committee.

B. Standing Committees

The following shall be the standing committees of the CCGB. The Board may at any time combine the responsibilities of two or more committees into one committee or set up sub-committees with limited responsibilities.

The descriptions of some of the committees use the phrase “is responsible for” a certain part of the curriculum. This should be taken to include reviewing the content and structure of individual courses that may be used as components of this part of the curriculum, the range of courses that are suitable, and the general appropriateness of the relevant curricular requirements.

1. Committee on Academic Standards, Petitions, and Credit (ASPAC). The committee shall consist of the Vice-Chair of the CCGB (who shall chair the Committee), the Director of Advising, and at least five faculty members appointed by the CCGB. The appointed members shall be chosen so that the committee is broadly representative of the Majors of the College.

Functions

Subject to policies adopted by the Board, the committee shall:

(i) Set academic standards for students unaffiliated with a Major and take academic actions on those students;

(ii) Take academic actions on sophomore students who have affiliated with a Major and have been suspended or dropped by that Major;

(iii) Set policies and act on all petitions from students who are unaffiliated with a Major and on all student petitions relating to the requirements of the common curriculum;

(iv) Set policies for transfer of credit for courses taken at other institutions to meet the requirements of the common curriculum.
**Structure**

The committee may create subcommittees to deal with its various functions. Appeals from the actions of any of the subcommittees shall be considered by the entire committee. The Director of Advising shall be in charge of such standing administrative staff as is necessary to carry out the functions of the committee, and shall administer policies adopted by the committee. The committee shall report its actions regularly to the Board.

2. Committee on Evaluation of Student Experience. This committee shall collect and analyze on a regular basis information to evaluate the overall academic experience of students. The committee shall also collect and analyze student evaluations of courses in the common curriculum. The committee shall report its findings and make related recommendations to the Board.

3. Committee on Mathematics and Science. This committee is responsible for the common curriculum requirements in Mathematics, Physics, Chemistry, Biology, and Computer Science. It shall also make recommendations concerning requests by Majors for alternative mathematics and physics courses.

4. Committee on Engineering Courses. This committee is responsible for the Engineering Distribution requirement (ENG RD and ENGRI courses) of the common curriculum, as well as for the general engineering (ENGRG) courses.

5. Committee on Liberal Studies and Electives. This committee is responsible for the Liberal Studies requirement of the common curriculum. It is responsible for student use of electives in the common curriculum, especially with respect to guidelines for advisor-approved electives.

6. Committee on the Communications Program. This committee is responsible for the technical (written/oral) communications requirement of the common curriculum.

7. Committee on Minors. This committee is responsible for the Minors and options offered by the Schools and Departments in Engineering. It may also recommend for approval Minors offered in other Colleges.

C. Ad-hoc Committees

The Board may from time to time create ad-hoc committees for any relevant purpose.

V. **Amendments**

All changes in these Bylaws shall require the approval of a two-thirds vote of the Board and a two-thirds vote at a meeting of the College Faculty.