

**College of Health and Human Performance
University of Florida
College Curriculum Committee Operating Code**

Article 1 – Objective and Purpose

The College Curriculum Committee (CCC) reviews all new and revised undergraduate and graduate academic program and/or course changes and makes recommendations to the University Curriculum Committee (UCC) for final decision.

Article 2 - Membership

The undergraduate and graduate coordinator from each department serves on the committee. Undergraduate and graduate coordinators are appointed by their respective department chairpersons. The Associate Dean for Academic Affairs serves as an ex-officio member to the CCC.

Article 3 – Terms of Service

Members of CCC serve this role as long as they serve as department undergraduate or graduate coordinator.

Article 4 – Responsibilities

Committee recommendations will be based on UCC guidelines.

Article 5 – Officer and Duties

The Chair, appointed by the Dean, is the sole officer. The chair is responsible for establishing meeting times, conducting meetings and setting the agenda based on submitted curricular items and input from CCC members and the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will submit appropriate college curricular recommendations to the UCC. The Chair communicates with the Associate Dean for Academic Affairs and the Dean on matters of concern related to academic and/or course curricula matters as requested by CCC members.

Article 6 – Meetings

The CCC meets monthly during fall and spring semesters in accordance with UCC meetings to ensure timely UCC agenda item submissions. Meetings may be called by any member of the CCC, the Associate Dean for Academic Affairs, or by the Dean for the purpose of discussing items of concern or interest. Meetings will typically take place in person. When necessary, committee decisions can be made electronically with secured access to curricular materials limited to committee members only.

Article 7 – Amendments

Amendments to this Operating Code may be proposed by CCC members or members of the College Council. These amendments will be presented along with an appropriate rationale to the CCC for review to ensure consistency with this operating code and the College Constitution. A simple majority by committee members will be required for approval (ex-officio members do not vote). The approved amended Operating Code must be brought to and approved by College Council.

Approved by College Council: September 27, 2011