BYLAWS of the
The Ben and Maytee Fisch College of Pharmacy Curriculum Committee

Article I. Background
The 2016 ACPE Standards for Curriculum (esp. Standard 10) requires the college have in place a mechanism to design, deliver, review, assess and evaluate the college’s educational program. At the Ben and Maytee Fisch College of Pharmacy, the Curriculum Committee is one of the organizational elements formed to meet these requirements. The Curriculum Committee was formed under authority and responsibility of the Faculty Bylaws. As a committee of the Faculty, the Curriculum Committee was established to assist with the design, monitoring and improvement of the curriculum.

Article II. Name
The name of the committee is the Curriculum Committee of the Ben and Maytee Fisch College of Pharmacy at the University of Texas at Tyler.

Article III. Charges of the Committee
The Curriculum Committee is charged with the responsibility of managing and monitoring curricular development and implementation, and with the oversight of systematic review and evaluation of curricular content, structure, process, and outcomes in collaboration with the College Assessment Committee and course assessment subcommittee. The functions of the Committee are to initiate and act upon items from within or outside its own membership and consider and bring to the faculty for approval recommendations concerning curriculum, new courses, course content revisions, course designations, course prerequisites, college requirements for pre-professional curricula, changes and requirements for professional degrees and to review new or significantly revised course syllabi to assure appropriate content.

To actively conduct its charge, the Curriculum Committee shall:
1. Periodically review and make recommendations regarding pre-professional curricula in conjunction with the Admission Committee;
2. Evaluate proposed new courses, including review of the completed syllabus, consistency of course objectives and outcomes with curricular outcomes and abilities, assure the course pedagogy is consistent with the principles of team-based learning;
3. Conduct and manage an orderly and systematic review of the curricular structure, content, process, and outcomes, including changes in learning objectives and/or outcomes, changes in prerequisites, credit hour allocation and curricular sequence;
4. Assure coordination of course material, inclusion of current, pertinent content essential to clinical practice, and provision of a reasonable course load for students;
5. Employ a curriculum editing process that assures that additions are countered with any appropriate deletions and assures that the emphasis, presentation mode, and sequencing of material provides the optimal environment for learning;
6. Work in concert with the Assessment Committee to ensure that necessary curricular changes resulting from appropriate assessments are made expeditiously;
7. Review the curriculum relative to fulfillment of the professional competencies and outcome expectations of the accreditation standards to ensure that all essential elements are included, and;
8. Provide recommendations to the Associate/Assistant Dean for Academic Affairs regarding the academic calendar, scheduling of all classes, and scheduling of exams.

The entire curriculum will be reviewed every 5 years. This evaluation and review will reflect changes in the profession, ACPE standards, and the mission, vision, and culture of the College. *Ad hoc* reviews will be conducted as needed to meet the goals of the committee. The principal goals of this process are to ensure the curriculum is:

- Consistent with the overall mission, vision, and culture of the College.
- Meets the educational needs of future pharmacy practitioners
- Delivers the educational content in a manner that optimizes adult learning.
- Fosters lifelong learning abilities.
- Meets the current standards for ACPE and other accrediting organizations.

**Article IV. Organization**

*Section A. Members.* Membership shall consist of nine (9) voting members, including full- or part-time faculty, two students (0.5 votes each student), two community members, and one member-at-large. Faculty shall include two full- or part-time faculty from each department. Department chairs may serve on the committee in accordance with their status as faculty. Students shall have full member rights and privileges and include one student from the P2 and P3 academic classes. The community members shall be actively practicing pharmacists licensed in the State of Texas. The member-at-large shall be full- or part-time faculty from another college or school within the university.

The normal membership period is two (2) years with the exception of students who are appointed to one year terms. Members may be reappointed for one term in accordance with their committee role (e.g., total of four (2) consecutive years for faculty, community members or members-at-large or two consecutive years for students). Students shall be nominated by the Dean with advice of the Office of Student Affairs. One faculty member shall be newly appointed or reappointed alternating years from their respective departments resulting in staggered terms.

The Associate/Assistant Dean for Academic Affairs shall be the Committee Secretary and an *ex officio* member of the committee. The Associate/Assistant Dean for Academic Affairs shall have voting privileges when necessary to break a tie.

The Chairs of the Clinical Sciences and the Pharmaceutical Sciences departments shall be a non-voting *ex officio* members of the committee.

The Associate/Assistant Dean for Experiential Education shall be a non-voting *ex officio* member of the committee.

*Section B. Officers.* The officers of the committee include the Chair and Vice-Chair. Only College of Pharmacy faculty committee members will be eligible to hold office following their first year of membership on the committee. The Vice-Chair will normally succeed the Chair.
Section C. Duties of Officers. The Chair, or Vice-Chair in the absence of the Chair, or another faculty in the absence of both the Chair and Vice-Chair shall preside over the official meetings. In collaboration with the Chair or Vice-Chair, the Secretary shall prepare the agenda and minutes for each official meeting of the Committee. The Secretary shall distribute copies of the agenda and minutes to all members of the Committee at least one (1) week prior to the routine monthly committee meeting. The Secretary shall maintain an archive of pertinent material.

Section D. Appointment of Officers. The Dean will appoint the Chair to a one (1) year term and Vice-Chair to a one (1) year term with the advice and counsel of the department chairs.

Section E. Removal of Officers. A recommendation to the department chairs for removal of officers shall be made upon a vote by two-thirds (2/3) of the current roster of Committee members. Voting shall take place by secret ballot, either electronic or written.

Section F. Terms of service. Members’ terms of service shall begin on August 1 of the appointment year. Faculty members shall serve two (2) year staggered terms. Committee members may be reappointed for one additional term by the Dean at the conclusion of their term based on recommendations from the department chairs. Student members shall serve one (1) year terms. Student members must remain in good academic and professional standing during their term of service or they shall be removed from the committee. The Chair shall serve a two (2) year term.

Section G. Vacancies. Vacancies occur through such processes as resignation, termination of employment, temporary leave of absence for a period exceeding four months, or chronic failure to attend committee meetings without advanced notification. If a vacancy occurs, the Dean shall appoint an alternative officer or member no later than fifteen (15) working days following the occurrence of the vacancy based on recommendations from the Dean’s Executive Committee. An alternative officer or member shall serve for the time remaining on the original term of the member that was replaced. The committee replacement may be reappointed immediately following the completion of the original term, but for a continuous term no longer than the maximum time designated for each role in Article IV, Section F. In the event of a temporary leave of absence, returning Faculty may resume their committee membership at the discretion of the Dean’s Executive Council.

Section H. Committees. Standing committees shall include:
   a. Course formative feedback.
   b. Course assessment.

Ad hoc committees may be appointed by the Dean with advice and consent of the Faculty Council.

Article V. Meetings
Section A. Frequency and Agenda. The Committee shall meet monthly, but may meet more frequently if required due to time requirements to meet its charge. Additionally, a special meeting may be called if a majority of the committee petitions the Chair. This meeting may take place by an electronic medium or in person. The order of business at each regular meeting shall be:
a. Call to Order  
b. Approval of Minutes of Last Meeting  
c. Old Business  
d. New Business  
e. Announcements  
f. Adjournment.

Section B. Parliamentary Authority. Robert’s Rules of Order Newly Revised shall be the parliamentary authority for all meetings, except when otherwise specified in the Bylaws.

Section C. Quorum. The presence of a simple majority of the voting members (i.e., five members) shall constitute a quorum. For a vote to be binding, a simple majority is required. (A “simple majority” is defined as > 50% of the committee members present and voting). A single non-voting, ex-officio member may be given voting privileges for a meeting for the purpose of satisfying quorum requirements.

Section D. Open Meetings. At the discretion of the committee chair, attending committee meetings is open to any member of the Faculty.

Section E. Voting. At all meetings of the Committee, voting shall be by voice, by show of hands, or by secret ballot as decided by the presiding officer or member consensus. If it is the Faculty’s consensus or presiding officer’s decision to vote by secret ballot, a motion to vote by secret ballot is in order. A motion to vote by secret ballot shall be carried by a majority of the voting members present and voting. Proxy voting may be allowed on specific motions if that proxy is submitted to the Chair in writing in advance of the meeting at which it is to be considered. Any subsequent amendments to the original motion shall automatically invalidate the proxy vote. In the event of a conflict of interest, the committee member with the COI shall recuse themselves from the vote.

Abstentions do not count in tallying the vote negatively or positively. When members abstain, they only contribute to a quorum.

Enactment of this provision will be documented in the meeting minutes by the secretary when an ex officio member votes to satisfy quorum requirements. Voting privileges to satisfy quorum requirements will be rotated among present ex officio members per meeting; not per vote.

Outside of the normal meeting of the committee, electronic voting is permissible if required for the purpose of conducting the committee’s work in a timely manner (e.g. to meet the requirement of a quorum).

Section F. Closed Sessions. Closed sessions are defined as committee meetings that include all committee members except student members. In the event that any standing committee is required to address confidential issues related to individual students or identifiable groups of students, the committee chair shall request a motion for a closed session. The decision to call for a closed session will be guided by requirements of the Family Educational Rights and
Privacy Act (FERPA) and will be made in consultation with the Associate/Assistant Dean for Student Affairs when needed or appropriate.

Section G. Amendment or Repeal of the Committee Bylaws. A motion for a change or repeal of any of the committee’s bylaws, along with appropriate explanation of the reason for the change, shall be distributed in writing to each voting member of the entire Faculty, no less than two weeks prior to a scheduled faculty meeting at which the change is to be discussed and/or voted on. For the motion to pass, it must carry a two-thirds (2/3) majority vote of the members present and voting.

Approved: March 18, 2015.

Revision approved: February 4, 2016.