



Operating Procedures of the Faculty of the Department of Curriculum & Instruction

Purdue University College of Education
West Lafayette, Indiana

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OPERATING PROCEDURES

of the

Department of Curriculum and Instruction

The faculty of the Department of Curriculum and Instruction of Purdue University approves the following Operating Procedures in order to describe its organization, define the responsibilities of its members, and determine its mode of operation.

I. ADMINISTRATORS AND OFFICERS

- A. The overall administrative responsibilities of the department shall be vested in the department head. Such administration is subject to faculty participation as provided in these operating procedures.
- B. The assistant department head, chairs of standing committees, and other administrative staff shall be appointed by the department head to constitute the C&I Leadership Council. Council members shall have administrative authority and responsibility as may be delegated by the department head. They shall serve as advisors to the department head in the development of policies and procedures and in long-range planning. A list of appointed Council members and their authority and responsibilities will be communicated to the department faculty and staff each fall by September and will be documented and made accessible to faculty and staff.

II. THE FACULTY

A. Composition of the Faculty

The faculty of the Department of Curriculum and Instruction shall be comprised of its department head, all tenure-track faculty (including those with at least 25% appointment in EDCI), and all who hold full-time clinical, research, or full-time lecturer or senior lecturer appointments in the Department (including those with at least 25% appointment in EDCI).

B. Voting Faculty

All faculty members of the Department of Curriculum and Instruction may vote with the following stipulations:

1. Faculty members on leave or unable to attend in person may attend virtually and vote when the question is called. As an alternative, faculty members scheduled to teach a class at the time of the scheduled meeting may select a proxy to vote in their stead.
2. Faculty members with joint appointments in the Department of Curriculum and Instruction are eligible to vote at the departmental level. Faculty members with at least 25% in the Department are eligible to vote at the department level.

3. Faculty members in other departments, with the support of their department heads, may seek courtesy appointments in Curriculum and Instruction. The credentials of any individual seeking a courtesy appointment will be reviewed by the appropriate program area, which will make a recommendation to the C&I Leadership Council. If approved by the C&I Leadership Council and the department head, a courtesy appointment may then be extended to the individual. The department head will review courtesy appointments every two years and may terminate a courtesy appointment for lack of substantive contribution to the activities of the department.
4. Faculty members with visiting appointments, courtesy appointments, affiliate appointments, temporary appointments, or emeriti appointments shall not have voting rights but shall have full floor rights.

C. Responsibilities of the Faculty

The jurisdiction of the faculty shall be designated by the regulations governing the University faculty.

1. The faculty shall establish admission criteria, curricula, course content, examination procedures, requirements for graduation, and shall nominate candidates for degrees.
2. The faculty shall advise the department head on matters of educational policy and planning that affect the responsibilities of the faculty and that concern the faculty welfare.

D. Faculty Meetings

1. The presiding officer of meetings of the department shall be the department head or the department head's designee. Minutes of the business conducted at each meeting shall be distributed to the faculty.
2. Meetings shall be held at least twice during each semester of the academic year. Announced at least twenty days in advance, regular meetings shall be called by the department head. Special meetings may be held upon the call of the department head or petition of any ten faculty members. Special meetings shall be announced at least seven days in advance.
3. Any voting member of the Department of Curriculum and Instruction may propose agenda items. An agenda shall be distributed at least seven days prior to the faculty meeting. Only items on the distributed agenda may be acted upon, unless by consent of three-fourths of the voting members present.
4. In a regularly announced meeting, any number of voting members shall constitute a quorum.

5. Decisions of the faculty shall be reached by simple majority which will be defined as more than half the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting.
6. A secret ballot shall be held upon request of a voting member of the faculty present at the meeting.
7. An electronic vote by the voting faculty shall be conducted on any issue if requested by a voting member of the faculty and approved by a majority vote. All electronic ballots shall be decided by a majority of the votes cast by the end of the respective meeting.
8. A secret ballot shall be held upon request of a voting member of the faculty present at the meeting with majority approval. Secret ballots will be done via written ballot or confidential electronic poll.

E. Guidelines for Course/Program Coordinators

A course coordinator is a faculty member who takes responsibility for overseeing a face to face course that is (a) a multi-section course, or (b) a single-section course taught by someone who is not a member of the C&I faculty.

A program coordinator is a faculty member who organizes the work of a particular program area in the department. Note: the duties and responsibilities of program coordinators are explained in detail in the College of Education's Program Convener Manual. Online program course leads are described in detail in the COE [Online, Hybrid, and Professional Program Handbook](#).

1. *Appointment of Course Coordinators*

The head of the department appoints course coordinators. The selection of course coordinators is based upon a match between faculty qualifications and course content. Faculty members may notify the department head of their interest in coordinating a course. Additionally, recommendations for course coordinators may be forwarded to the department head by program areas.

2. *Duties of Course Coordinators*

The course coordinator is responsible for the following administrative, mentoring, and instructional duties associated with the course they have been assigned to coordinate.

3. *Appointment of Program Coordinators*

Program coordinators are selected and serve as coordinator as outlined by procedures approved by a majority of program area faculty. If no process exists, the department head can be consulted.

4. Duties of Program Coordinators

All programs:

- Schedule and chair regular program meetings; prepare and distribute meeting notes
- Coordinate undergraduate and graduate course assignments and scheduling
- Coordinate faculty representation on Department and College level committees (i.e., graduate committee, PCC)
- Coordinate the review of and decisions on graduate student applications, if applicable
- Coordinate the review of scholarship and fellowship applications and nominations, if applicable
- Coordinate annual review of program area graduate students and ensure that review reports are submitted in a timely manner
- Facilitate program responses to requests made by the Department head

Programs that include a teacher licensure program:

- Organize and deliver all information related to program accreditation, including SPA reports and/or information for CAEP reporting as requested by the College
- Act as “head university supervisor” (HUD) for student teachers in the program **or** work closely with the assigned HUD to insure that all students are supervised effectively and that CPAST evaluations are conducted and reported as required (midterm and final)
- Ensure that program edTPA assessments are submitted each semester as required, prior to student teaching grades being submitted

F. Policy for Posting and Dissemination of Graded Student Work

It is the policy of Purdue University to comply with the requirements of the Federal “Family Educational Rights and Privacy Act of 1974” (as Amended), concerning the disclosure of student records. A complete description of this University policy regarding student rights and institutional responsibilities can be found in Executive Memorandum No. C-51.

According to University policy, grades are considered a part of a student's educational record and will not be released or posted in any personally identifiable form. Graded student tests or papers shall not be placed in halls or anywhere other individuals have access to them. Results of student work shall not be posted in any form that permits one student to identify another student's results. Acceptable alternatives for posting and dissemination of graded student work include:

1. Posting of grades by using a system of random numbers or letters or other symbols, not personally identifiable, known only by the teacher and the individual student
2. Posting of grades using a password-protected website such as the campus Learning Management System (LMS)

3. The return of graded papers by course instructors directly to individual students. Take care that the student's grade does not appear on the front page of the exam or paper; use envelopes or enter grade information on the last page
4. The mailing of grades and/or student work in self-addressed, stamped envelopes
5. The dissemination of graded student work by course instructors at a specified time and place

The Dean of Students Office recommends that graded student work that is not picked up by a student at the end of the semester should be kept for 30 days into the next semester (excluding summer session). Students who wish to file a grade appeal must do so within 30 days of the next semester.

G. Teaching Evaluation Procedures

In fall 2021, the Purdue University Student Course Evaluation Advisory Committee modified the ten common questions to reflect the increase in learning experiences outside of a traditional “classroom.”

Compound questions were modified to enhance clarity and mirror scholarly literature on survey question design.

Currently, 8 of the 10 questions are required by the EDCI Department. Additional, optional and open-ended questions may be added if desired.

At the beginning of each semester, the scheduling manager in the department will contact all instructors in the department asking for their course evaluation preferences and provide a deadline for submitting this information.

III. COMMITTEES

A. Establishment of Committees

Committees shall be established by the department head each academic year, except as otherwise provided by these operating procedures. A list of all department standing committees and their membership shall be distributed or made available to the faculty each fall.

B. Membership

The department head, in consultation with the C&I Leadership Council, shall establish the number of members of each committee. Elections shall be held each year during April. Each member of the Faculty Affairs and Graduate Committees shall serve a three-year term unless otherwise relieved, with one-third of the members newly appointed or elected each year. A member of the Faculty Affairs or Graduate Committees may not

serve more than two consecutive terms. The chair of each committee shall be chosen from among its members.

The following service guidelines will be adhered to by the Department of Curriculum and Instruction:

- Assistant-level faculty shall be excused from all committee service during their first year. However, junior faculty should participate in the activities of their program areas;
- Assistant-level faculty shall be excused from serving on more than one committee during their second year;
- Assistant-level faculty shall be excused from serving as the chair of any departmental committee.

C. Committee Functioning and Reporting

Committees shall act in accordance with the *Curriculum and Instruction Operating Procedures* and University regulations. Committees may establish their own governing operating procedures, if they do not conflict with those of the Department or the University. Each committee shall distribute minutes of its meetings to the faculty. Each outgoing committee chair shall pass on all working papers to the incoming chair. A committee chair must hold a 50% or greater appointment in Curriculum and Instruction.

D. Standing Committees

Standing committees shall deal with policies or activities of continuing importance to the faculty and professional staff where multi-member action or consideration is desired. The chair of each standing committee shall be elected from among the members, with the exception of Elementary Teacher Education. Each year a member of the committee who holds a .50FTE or greater appointment in C&I, and whose term continues for at least another year, shall be elected as chair-elect under the assumption that s/he will become chair the following year. The chair-elect will work with the current chair to prepare for his/her term as chair, and the chair-elect will preside over meetings in the absence of the chair. In the event that there are no tenured faculty members to serve as chair elect, the department head shall appoint a faculty member with tenure to serve as chair.

1. Faculty Affairs Committee. There are four elected members of the Faculty Affairs Committee and one appointed member. Each member represents the Curriculum and Instruction faculty at-large on issues related to faculty awards, merit review, faculty mentoring, etc. The committee makes recommendations for full faculty review and approval.
2. Primary Committee. The primary committee shall consist of all tenured full and associate professors. The department head, if a tenured full professor, shall chair the primary committee.

3. Graduate Committee. The graduate committee shall consist of elected representatives of each of the graduate program areas in the department who serve as the liaisons between their respective program areas on issues pertaining to the purview of the graduate committee and the Graduate School. These representatives will convene the Program Areas when issues related to the Graduate Committee must be deliberated. The department head will make the decision concerning a graduate student representative. In addition, the graduate studies director and administrative assistant both serve in ex officio appointments.
4. Elementary Teacher Education Committee. The elementary teacher education committee shall consist of all course coordinators for elementary education courses in the department. Other interested faculty and staff are welcome to join the committee. The department head of Curriculum and Instruction shall serve as the permanent (non-voting) chair or co-chair of the elementary teacher education committee. The committee shall be responsible for curricula, requirements, policies, and procedures related to the undergraduate elementary education program.
5. Graduate Non-Program Specific Oversight Committee This committee will consist of a minimum of five (5) graduate faculty who have R-1 status. Members will include: the previous instructor of the C&I doctoral seminars; the current instructor of the C&I doctoral seminars; when possible, the incoming instructor of the C&I doctoral seminars; and two-three (2-3) other elected faculty members to bring the total membership to five. Members will serve a three-year term. The committee will focus on courses that include the two C&I doctoral seminars and other courses as recommended by the faculty and at the discretion of the department head. Responsibilities will include: staffing selected non-program specific courses; evaluating and reviewing these courses; reporting to the graduate committee and department; archiving course materials such as syllabi, notes, reading lists, and evaluations. One of the committee members will serve as a liaison to the graduate committee, reporting at least once per semester to this committee. Teaching two seminar courses will be counted as a three-credit course release the following year, and to offset the credit differential, a minor additional duty will also be added to the faculty member's load for that calendar year. The course release can be delayed at the request of the faculty member at the discretion of the head.

E. Ad Hoc Committees

Ad hoc committees shall be appointed to deal with such matters that cannot be delegated logically to an established standing committee and that are unlikely to require continuing attention. Ad hoc committees shall be activated by the department head.

F. Responsibilities of a Committee Chair

1. *Organizational Responsibilities*. The chairperson works with the department head and the leadership council to get a clear understanding of the work to be done and how the committee should proceed to accomplish the assignments. When the

committee first meets, the chairperson goes over the details of the committee assignments with the committee members, explaining specifically what is to be done and how they can best complete the assignments.

2. *Preparation for Committee Meetings.* The committee chairperson works with a designated member of the administrative professional staff to schedule meetings at convenient times. Once dates and times have been selected for committee meetings, they should be sent to all faculty via the C&I listserv. It is the duty of the chairperson to prepare the agenda for committee meetings. Many of the items for meetings after the first one grow out of notes of previous meetings. The chairperson has the responsibility for planning the items in proper sequence and arranging for the necessary time, so that they can be well covered. It is best to provide a e-mail notice of committee meetings with a link to the agenda in a permanent repository. Attaching the agenda will remind everyone of the items to be considered at the meeting and will help members come prepared for the work at hand. After each meeting, the designated member of the administrative professional staff will draft the minutes of the meeting for the chairperson to review and edit. The chairperson should review and return the draft at least one week prior to the meeting so the minutes can be distributed to the faculty via the C&I listserv.

The chairperson will need to consult with the department head and the designated administrative professional staff member. The Department Head will be able to provide some special help such as interpreting college and departmental policies related to activities being considered by the committee. The designated staff member will be able to refer to the record of previous meetings to make sure that all of the suggestions and questions of previous meetings are recorded and included in the agenda.

3. *Leading Committee Meetings.* The committee chairperson does not simply call and conduct meetings; their primary responsibility is to provide leadership for the group. The chairperson must stimulate the committee to get as much done as possible, both individually and as a group. The chairperson can do this by enthusiastically participating and taking responsibilities themselves. The chairperson need not be the individual with the most knowledge about the responsibilities of the committee, but he/she should be able to organize the committee members and assign tasks for each to do. This may be an assignment to secure information and report back to the committee, or it may be a work assignment. In any case, it requires ability to analyze the job and break it down into logical parts on which the members would work.

The chairperson must be able to conduct a discussion, giving each member an opportunity to speak, but not allowing any member to monopolize the time. The chairperson must be able to create an atmosphere in which everyone will feel free to express their ideas. It is the duty of the chairperson to make every member feel that they have important contributions to make to the work of the committee. It is sometimes difficult to get a member to express themselves or to move ahead on an assignment. A successful chairperson will do their best to match assignments to the

abilities of the committee members and to make sure that the contributions of each member are recognized.

A good chairperson refrains from expressing their ideas too frequently. He/she should be careful not to use their position as chairperson to unduly influence other members of the committee. Often the discussion in committee meetings begins to wander. The chairperson must be alert to this and quick to bring it back to the subject at hand. It is important for the chairperson to monitor the discussion and recognize when the committee seems to have reached agreement on a point and call for a motion. This will help the committee to recognize progress on the matter at hand and will indicate it is ready to move ahead to another item on the agenda.

Listed below is a guide for use when conducting committee activities as a chair:

- Schedule regular meetings at convenient times and locations
- Look at the committee duties and decide what and when they should be completed
- Analyze the committee responsibilities and break them down into logical parts for a committee meeting. What needs to be accomplished today?
- Prepare the agenda for committee meetings.
- Conduct a discussion giving each member an opportunity to speak.
- Refrain from expressing their own ideas too frequently.
- Lead the discussion and summarize the decisions of the group as they develop.
- Make every member feel that they have important contributions to make to the work of the committee.
- Review and make changes/corrections to a draft copy of the minutes prior to their distribution.
- Present progress reports at the C&I Leadership Council meetings and the C&I Departmental meetings on the activities of the committee.
- Present items needing faculty approval to the faculty at the C&I Faculty meetings.

G. Responsibilities of a Committee Member

Elections are held in April of each year to replace standing committee members whose terms expire at the end of the academic year. After committee membership has been established, the committee must nominate and elect a committee chair. The committee chair will also participate on the C&I Leadership Council and will give committee progress reports to the leadership council at each meeting.

Below is a guide for use when elected/appointed to a C&I Standing Committee.

1. Know the Purpose of Your Representation on the Committee

Elementary Teacher Education Committee- The committee shall be responsible for curricula, requirements, policies, and procedures related to undergraduate and graduate elementary education programs.

Faculty Affairs Committee - Each member represents the C&I faculty at large on issues related to faculty awards, merit review, faculty mentoring, etc. The committee makes recommendations for full faculty review and approval.

Graduate Committee - Graduate Program Area representatives: Serve as the liaison between their respective graduate Program area and The Graduate School on issues pertaining to the purview of the graduate committee, convene the graduate program area for regular meetings and/or when issues related to the graduate committee must be deliberated, keep records of issues, communicate issues and news from program area to graduate committee and from graduate committee to program area. Each committee member will participate in one (or more) subcommittees of the graduate committee, such as “New Courses”, “Awards”, “Graduate Course Waivers”, or other subcommittees.

2. Participate in Committee Meetings - It is essential that committee members attend committee meetings whenever possible. In the case of the Faculty Affairs Committee, the committee is small (5 members). The committee’s effectiveness relies on active participation by all of its members. In the case of the Graduate Committee and Elementary Teacher Education Committee, members represent their program areas. Please inform the chair or administrative assistant if you are unable to attend. Listed below are guidelines for participation:

- Attend all possible meetings
- Be prepared before you go to the meeting
- If any assignment was given, have it accomplished
- Give thought to the agenda and issues to be discussed
- Participate actively (but don’t dominate) at the meeting
- Support committee decisions

3. Follow Through on Your Assignments - It is up to each member of a committee to do their part. The chairperson is responsible for working with the members to get the tasks accomplished, not for completing the tasks solely by themselves.

The administrative assistant will work with the clerical staff to assist the committee with tasks related to the work of a standing committee (i.e., distribution of teaching awards nominations, etc.).