CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
POLICY MANUAL

Division of Academic Affairs	**Policy Number:** SP 18-02
Approved By: Academic Senate	**Effective Date:** Fall 2019
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Policy on Curriculum: Committee Structures, Charges, and Elections

PURPOSE:

To outline the composition and complete charges of the Academic Policy and Planning Committee as a standing committee of the Academic Senate and the Local Curriculum Committee sub-committees and to detail the electorate and chair elections for the Local Curriculum Committees.

BACKGROUND:

CI has grown out of its nascent phase into one of adolescence that requires structures to be updated to conduct our work with decentralized efficiencies. The existing Academic Planning Committee will be transformed into the Academic Policy and Planning Committee and become a Standing Committee of the Academic Senate, responsible for all curricular policies, and curricular elements related to the Academic Master Plan, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office. The existing Curriculum Committee, a Standing Committee of the Academic Senate, will split into four Local Curriculum Committees—sub-committees of the Academic Policy and Planning Committee—to provide local jurisdiction of the curriculum related to the content review and approval for new proposals and modifications of existing programs and courses.

POLICY:

Drafted by Curriculum Committee AY 18/19

Accountability:

Academic Senate, Academic Policy and Planning Committee, Local Curriculum Committees

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Applicability:

All curricular decisions.

Definition(s): N/A

Policy Text:

1. Composition and Terms

    a. The Academic Policy and Planning Committee shall consist of voting faculty chair members of the local curriculum committees elected from the following academic constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Behavioral & Social Sciences, and 1 from Professional Studies composed from the School of Business and Economics, and the School of Education; additionally, 1 representative elected from Library/Counselors, 1 faculty elected from either MVS or SOE representing the school that does not hold the chair position, and the GE committee chair are also voting members; Faculty chair members will serve staggered two-year terms. Ex-officio non-voting administrator s including: the AVP for Academic Programs and Planning, the Dean of Extended Education, Academic Deans, the Director of Institutional Research, the AVP of Enrollment Management, Chief Academic Budget Officer, and the AVP of Physical Campus Planning and one student representative. Administrative Staff from the above-named departments or as identified by the AVP of Academic Planning may be invited to attend as ex- officio non-voting members. The AVP of Academic Planning will co-chair the committee with one of the faculty chairs elected at the first meeting of the academic year.

    b. Each of the four Local Curriculum Committees (LCC) will have at least five voting members elected by the faculty from the representative content areas/affinity groups: Math & Sciences; Arts & Humanities, Behavioral & Social Sciences; Professional Studies. LCCs may have one faculty member from each program represented as voting members. Faculty members, including the chairs, on each LCC will serve two-year staggered terms. Additionally, one staff member from each of the following areas may be ex-officio non-voting members:

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Academic Advising, either the Registrar's Office or Student Systems, Academic Planning, and an Academic Program Analyst or Coordinator from one of the programs represented by the committee.

2. Charges

    a. The Academic Planning and Policy Committee is charged with:

        i. Making recommendations to the Senate for all university curricular policy matters, including alternative modes of instruction (e.g. distance learning courses), Title V regulations, Executive Orders, and credit and non-credit offerings by Extended University—to be voted on by Faculty members only;

        ii. Regular review of curricular-related Senate Policies and updating as needed—to be voted on by Faculty members only;

        iii. Review and approval for all new degrees/programs, majors, minors, emphases, concentrations, options, credentials, certificates for placement on the Academic Master Plan through the Academic Senate process;

        iv. Soliciting input from campus and community constituencies on new program priorities;

        v. Identifying emerging fields and degree opportunities that further CI's mission;

        vi. Providing cost estimates for new and projected programs;

        vii. Providing recommendations on degrees, majors, minors, emphases, concentrations, options, credentials, certificates, and other programs to the Academic Senate, Provost, and the President;

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    viii.   Coordinating the introduction of state-support and self-support programs by working closely with the Dean of Extended Education and the Deans of Academic Programs/Schools

    ix.   Disseminating its findings to the wider campus community

    x.   Maintaining the Academic Master Plan, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office

    xi.   Setting procedures and policies, timelines, and deadlines for curricular matters relating to the University Catalog and Schedule of Classes

    xii.   Setting the timeline and deadlines for the submission of new course proposals, course modifications, and program modifications to the local curriculum committees, including the frequency of program modifications

    xiii.   Reporting and compiling empirical data and information on program needs in the region and the state every three years

    xiv.   Developing and evaluating growth models every three years for new and existing programs that support university growth

    xv.   Reassess need for new local curriculum affinity groups and related programs every three years.

    b.   Local Curriculum Committees in the areas of: Math & Sciences; Arts & Humanities; Behavioral & Social Sciences; and Professional Studies are charged with:

        i.   Review and approval of minor course modifications (title, course description, inactivating, prerequisites, grade mode)

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ii. Review and approval of new course proposals and major course modifications

iii. Review and approval of program modifications

iv. Initial review and approval of new emphases/concentrations/options /minors/ credentials/certificates for the Academic Master Plan and for implementation

v. Initial review and approval of New Programs/Degrees for the Academic Master Plan and for implementation

vi. Collaborating with other local curriculum committees for cross-listed courses

vii. Collaborating with the Academic Planning/Curriculum Office to convey curricular decisions for the University Catalog and Schedule of Classes;

viii. Collaborating with the APPC to communicate needed or revised curricular policies;

ix. Reassess the need for new affinity grouping or distribution of programs within the groupings with the APPC.

3. Electorate for Local Curriculum Committees

   a. Programs spanning more than one representative content area/affinity group will vote on which local curriculum committee their program will reside for a three-year period. The faculty members (chair and other faculty) will be elected by the faculty from the representative content areas/affinity groups.

4. Chair Elections for Local Curriculum Committees

   a. Each LCC chair, one of the voting members, will be a tenured faculty from any discipline in the content area/affinity group, elected by the

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faculty in the local area. This position participates on the APPC representing the LCC and serves a two-year term. LCC Chair elections will occur in an election staged prior to the nomination and election process for LCC members. There are no term limits to LCC chair positions.

EXHIBIT(S):

Curriculum Flow Chart