RESOLUTION REGARDING THE CURRICULUM PROCESS

Background: At present, we have a dual track curriculum process whereby catalog proposals are simultaneously reviewed by the Academic Affairs Staff and the Academic Senate. This process has led to considerable duplication of effort since both groups are doing the same review. At the same time this process has made communications between the two groups difficult since the two groups are rarely at the same point in their respective reviews.

As a result, problems have arisen. Among the problems are the following:

(1) Some Departments had thought that they had negotiated settlements only to discover that these settlements were not in the approved package.

(2) The Academic Senate has had little input in the vital curriculum process.

(3) Because of the sheer volume of proposals, this duplication of effort has resulted in difficulty in adequately reviewing all proposals.

EXISTING CATALOG CYCLE

Department

Department Head

Dean

Vice President for Academic Affairs

Academic Senate Curriculum Committee

President
PROPOSED CATALOG CYCLE

Department
Department Curriculum Committee
Department Head
School Curriculum Committee
Dean
Office of the Vice President
for Academic Affairs
Academic Senate
Curriculum Committee
Academic Senate
President or
his/her designee

RESOLUTION:
WHEREAS, the current process has led to much duplication of effort; and
WHEREAS, the current process has led to a lack of communication between
different groups involved in the process; therefore be it
RESOLVED: That a single track curriculum process be established; and be
it further
RESOLVED: That Section 490.3 of CAM be rewritten so as to read;

490.3 Schedule and Processing of Proposed Changes

Proposals for changes in the Catalog courses and curricula generally
originate in the departments. The faculty of a department through
a department curriculum committee shall be responsible for review and
revision of its curriculum. Summary statements of proposed changes with
supporting forms and attachments are developed on a departmental basis
and forwarded through the Academic Council and the Academic Senate for
review, consultation, and recommendation. All proposals which have
been approved by the faculty of the department shall be forwarded
at each step to the appropriate body as specified below. The faculty
of the concerned department shall be provided with a written rationale
for any negative actions by each of these bodies. Final action on
changes of a policy nature is by the President or his/her designee.

The following procedural steps are intended for the information and
guidance of those who are concerned and/or involved in the processing
of proposed changes for the Catalog. The time schedule for a two year
Catalog indicated below will be followed as closely as circumstances
permit. The first odd year of the catalog cycle shall be designated by A, the
even year designated by B, and the final year shall be designated by C. (Forms
for processing course proposals are available in the school offices.)

July, 1977 A through December 1, 1977 A: Department review and development
of the 1979-80 proposals Departments shall review and develop proposals.
All approved proposals shall be forwarded to the Department Head. The
Department Head shall review and evaluate the proposals and forward
all proposals to the appropriate School Curriculum Committee.

December 1, 1977 A through
February 15, 1978 B: School Curriculum
Committee shall consult with the faculty in reviewing and evaluating the proposals.
These proposals shall then be forwarded to the Dean. The Dean shall review and
evaluate the proposals and forward all proposals to the Vice President for
Academic Affairs.

February 15, 1978 B through
May 15, 1978 B: Review by Vice President for Academic
Affairs, Academic Senate, and Academic
Senate The Vice President for
Academic Affairs and/or Academic
Affairs staff shall review and evaluate
the proposals and forward all proposals
to the Curriculum Committee of the
Academic Senate. The Curriculum
Committee of the Academic Senate shall
review and evaluate the proposals
and forward all proposals to the
Academic Senate. The Academic Senate
shall review and evaluate the proposals
and forward all proposals to the
President.

May 15, 1978 B through July, 1978 B: Final review and decisions by the
President for Academic Affairs and
President. The President or his/her
designee shall review and make the
final decisions.
August, 1978 B through October, 1978  B.  Dean's offices prepare layout and submit final copy. The Dean's offices shall prepare the layout and submit the final copy.

November, 1978 B through March, 1979  C:  Preparation and submission of manuscript to printer; checking of galley and page proofs; printing, binding. The manuscript shall be prepared and submitted to the printer. The galley and page proofs shall be checked. The catalog shall be printed and bound.

APPROVED

February 12, 1980