

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-87-80/CC

February 12, 1980

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

Academic Senate

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 1979-81 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: Dean's review, evaluation consultation with faculty and submission of catalog proposals. The 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 Council. 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 proof; 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