Dated: April 10, 2007

PROCEDURAL GUIDELINES FOR THE ACADEMIC SENATE CURRICULUM COMMITTEE

(The editorial changes shown below have been added/deleted to the information that appears on the Academic Programs website. This is just the Senate portion of the much longer procedures that address how departments, colleges, the Senate, and the Academic Programs Office handle curriculum proposals. These amendments will become the guidelines for the Academic Senate Curriculum Committee.)

ACADEMIC SENATE REVIEW OF CURRICULUM PROPOSALS

After initial review by the Academic Programs Office, all final curriculum proposals will be submitted by the proposing college or program to the Academic Senate Office for review by the Academic Senate Curriculum Committee (ASCC). This committee shall be composed of one faculty representative from each college curriculum committee and from related areas of the University (see Academic Senate bylaws for details). Departments will be instructed as to how many copies of each proposal packet to submit. One copy of each proposal packet will be retained in the Academic Senate Office.

The Academic Senate Curriculum Committee will review all proposals for academic merit and potential overlap and/or duplication with existing courses and programs, and make recommendations.

The Academic Senate Curriculum Committee will forward its recommendations directly to the Academic Senate for full Senate review.

The Academic Senate makes recommendations on all curricular proposals for approval by the University President.

All catalog proposals, except new degree programs, appear on the Senate agenda by college as consent items. Senators are given three weeks notice of the consent items and are expected to review the summaries posted on the Academic Programs website. Issues, concerns, and questions regarding curriculum proposals are directed to the chair of the Academic Senate Curriculum Committee by one week before the Senate meeting. If the concern is strong enough, any senator may request an item be removed from the consent agenda no later than one week before the meeting. Items removed from the consent agenda will be placed on a first and second agenda cycle, with the first reading being the meeting of the consent agenda. The chair of the Curriculum Committee will invite representatives from the concerned departments to be present at the meetings where their proposals will be discussed. Items not removed from the consent agenda are considered approved on the meeting date of the consent agenda.

New degree proposals must be approved by the CSU Chancellor's Office, and as this approval cannot usually be timed to meet a catalog cycle deadline, these proposals come to the ASCC when they are ready. After approval by the ASCC, they are forwarded to the Academic Senate Executive Committee and are then sent to the full Senate for a first and second reading.