

Dated: September 20, 2012

PROCEDURAL GUIDELINES FOR THE ACADEMIC SENATE CURRICULUM COMMITTEE

This is just the Senate portion of the much longer procedures that address how departments, colleges, the Senate, the Office of the Registrar 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 and the Office of the Registrar, curriculum proposals will be forwarded to the Academic Senate Curriculum Committee (ASCC) for review. 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).

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 curriculum proposals, except new degree programs, appear on the Academic Senate agenda by college as consent items. Senators are given two weeks notice of the consent items and are expected to review the summaries posted on the Office of the Registrar 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 the Senate agenda as discussion items. The Senate Chair (or designee) will invite representatives from the concerned departments and the Academic Senate Curriculum Appeals Committee to be present at the meetings where pulled proposals will be discussed. It is recommended that the Senate Chair allow the Academic Senate Curriculum Appeals Committee freedom to ask questions at will, without needing to be on the speakers list. Following discussion in the Senate, the Academic Senate Curriculum Appeals Committee will make the final decision to approve, disapprove, or return the items to committee (at any level) for further development. 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.