

February 2, 2015

PROCEDURAL GUIDELINES FOR THE ACADEMIC SENATE CURRICULUM APPEALS COMMITTEE

Responsibilities

The Curriculum Appeals Committee handles disputes about curriculum recommendations (e.g., from the Academic Senate's ASCC, GEGB, and USCP committees). Members of this committee are required to understand the nature of disputes concerning curriculum recommendations pulled from the Academic Senate consent agenda.

Charge

The Curriculum Appeals Committee is charged with adjudicating in a timely manner on curriculum recommendations pulled from the Academic Senate consent agenda. The Curriculum Appeals Committee approves, disapproves, or returns a curriculum recommendation to committee.

Membership

The Curriculum Appeals Committee membership is limited to three in total. Members will need to be knowledgeable about the curriculum as a whole so that they are nimble enough to understand disputed curriculum recommendations in the context of a major and minor affected programs. Consequently, membership is limited to faculty with previously demonstrated overall curricular knowledge. Eligible faculty for membership (per resolution AS-711-10) will be appointed by the Academic Senate Executive Committee for one-year or partial-year terms.

Process

All curriculum recommendations, except new degree programs, appear on the Academic Senate agenda 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's website. Issues, concerns, and questions regarding curriculum recommendations are directed to the Chair of the Academic Senate Curriculum Committee by one week before the Senate 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 members of the Academic Senate Curriculum Appeals Committee to be present at the meeting where pulled recommendations 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 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.