College Curriculum Committee

Composition of the Committee. The College Curriculum Committee (CCC) will be composed of representatives from the six groups defined here:

- Social Sciences (POLS, PSY/CD, SOCS)
- Media and Communications (COMS, GRC, JOUR)
- Arts (ART, MU, TH/D)
- Humanities (ENGL, HIST, PHIL, WLC)
- Interdisciplinary (ES, ISLA, LAES, WGQS)
- Diversity, Equity, and Inclusion (faculty from any department, but must have current scholarly expertise in DEI)

In addition, a seventh position is reserved for a representative from CLA Advising.

Nomination and Appointment Process. A call for nominations, including self-nominations, will be issued when vacancies on the committee arise by the Associate Dean for Academic Personnel and Operations. Nominations for committee members will be reviewed, and recommendations will be voted on by the College Council and the departmental curriculum chairs (2 total votes per department). The CCC chair will then be elected by the committee. These recommendations will then be submitted to the Associate Dean for Academic Personnel and Operations and the Dean.

Eligibility. All tenured or tenure track faculty are eligible for membership. Experience with the curricular process is valued. Members may not serve in a dual role on the GEGB committee. The Academic Senate Curriculum Committee CLA representative will automatically serve on the CCC.

Academic Senate Curriculum Committee. One member of CLA CCC serves as the college representative to the Academic Senate Curriculum Committee (ASCC). This is typically the CLA CCC chair and is voted on by the committee. The elected ASCC representative would then complete a statement of interest to serve on the ASCC. The Academic Senate typically provides assigned time for participation on the ASCC.

Terms. Confirmed members on the CCC will be appointed for 2 years at a time and may apply to serve more than one term. An interim member may be appointed in the event of a vacancy arising during a member's term, including due to a leave or sabbatical. Regardless, the term shall remain 2 years for each position (i.e., if a member completes one year of their term and an interim completes the other, the term is still completed at two years).

Meetings. Meetings for the CCC will be held at a set time each week and will be posted (e.g., website or SharePoint). Meetings are open to all curriculum chairs and chairs of

departments, or a proxy for either. A quorum must be present to vote on any curriculum matters (i.e., at least 4 CCC members).

College Review Process. New and modified courses (including selected topics) shall be reviewed by the CCC first and reviewed separately by the Associate Dean for Academic Personnel and Operations to address any college-level resource issues. Comments from the college shall be communicated to the chair of the CCC to be included in comments given back to the proposers (to keep one "roll back" as opposed to multiple). The cutoff dates for CLA proposals shall be at least five weeks before the deadline to the Registrar's Office, as to give the committee enough time to review, ask for revisions, and approve. Proposals sent after the cutoff dates may not be reviewed for the proposed term and would subsequently be moved forward in the subsequent review cycle. In this event, the proposer shall be contacted to confirm interest in the changed review cycle timeline. Proposers and chairs shall be invited to attend CCC review meetings if they are interested.

Process for Topic Courses. As defined in the [Registrar's course policy guidelines](#), courses that are taught with different topics or subtitles are referred to as "Topic Courses". These are not to be confused with "[Selected Topics Courses](#)". Example of a Topic Course: ENGL 4439 Topics in British Literature (4 units) repeatable to 12 units with a different subtitle (e.g., "Gothic Monsters," "Orwell," "Blake," "Gender in Medieval Literature.")

"Topics Courses" allow closely related course content to reside under one generic "umbrella" title, sharing the same learning outcomes and assessment methodologies. Topics Courses are shown in the catalog with generic "umbrella" titles but are offered under specific topics in the Class Schedule. Topics courses are usually repeatable with a different topic.

For topic approval and scheduling by the Office of the Registrar, the department chair/head submits the topic to Daniel Parsons, the Associate Registrar. Topics approved at least one month prior to the start of registration for a term can become valid that term.