

SUBCOMMITTEE TO REVIEW THE CURRICULUM REVIEW PROCESS

10/23/03

At the February 27, 2003 meeting of the University Curriculum Committee, a subcommittee (Darlene Applegate, Linda Pulsinelli, Retta Poe, Charles Wainright) was formed to study the university system of curriculum review and to formulate recommendations for revising the current system with the goal of creating a more efficient process. Outlined below is the subcommittee's recommendation to establish two university-wide faculty councils responsible for the curriculum review process; the proposed councils would operate independently of the current University Senate.

PROPOSED CURRICULUM REVIEW STRUCTURE

1. Curriculum Review Councils and Responsibilities

Undergraduate Curriculum Council: The Undergraduate Curriculum Council (UGCC) shall review all course, program, and academic policy proposals related to the undergraduate curriculum, including General Education.

Graduate Curriculum Council: The Graduate Curriculum Council (GCC) shall review all course, program, and academic policy proposals related to the graduate curriculum. In addition, the Graduate Curriculum Council will retain responsibility for graduate faculty status, graduate assistantships, and other graduate academic policy matters.

2. Council Composition

Undergraduate Curriculum Council: The Undergraduate Curriculum Council shall be composed of 24 to 25 voting members representing faculty and students and eight non-voting advisory members representing identified administrative offices (Table 1).

Graduate Curriculum Council: The Graduate Curriculum Council shall be composed of 24 to 26 voting members representing faculty and students and eight non-voting advisory members representing identified administrative offices (Table 1).

Table 1.
of the Undergraduate and Graduate Curriculum Councils.

	Undergraduate Curriculum Council	Graduate Curriculum Council
Voting Members	19-20 faculty members representing the undergraduate colleges, to be elected in proportion to the number of full-time faculty [filled positions or lines??] in each college and to include at least one representative of each college undergraduate curriculum committee	15-17 graduate faculty members representing the colleges that offer graduate programs, to include one at-large member elected from each college; one representative elected by each college graduate curriculum committee; and five to seven representatives elected in proportion to the number of ?? [graduate faculty / graduate programs / full-time equivalent students in each college, etc.]
	1 representative from the University Libraries faculty	1 representative from the University Libraries graduate faculty
	1 faculty appointee from the University Senate	1 graduate faculty appointee from the University Senate
	1 faculty appointee from the University Teacher Education Committee	1 graduate faculty appointee from the University Teacher Education Committee
	1 faculty appointee from the Graduate Curriculum Council	1 graduate faculty appointee from the Undergraduate Curriculum Council
	1 student appointee from the Student Government Association	5 student representatives elected from each college that offers graduate programs
	Subtotal: 24-25	Subtotal: 24-26
Advisory Members	University Registrar, or duly appointed representative	University Registrar, or duly appointed representative
	Vice President and Provost of Academic Affairs, or duly appointed representative	Vice President and Provost of Academic Affairs, or duly appointed representative
	Deans of the undergraduate colleges, or duly appointed representatives	Dean of Graduate Studies and deans of the colleges that offer graduate programs, or duly appointed

	Subtotal: 8	representatives
Total	32-33	Subtotal: 8 32-34

3. Term of Office and Elections

The term of office for members of each council shall be one year [or possibly two-year terms, staggered], beginning each year on August 1 and ending on July 31 of the subsequent year.

At-large faculty and student members of each council shall be elected in March; representatives from college curriculum committees shall be elected by the end of the spring semester.

4. Council Leadership

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Ad-hoc committees of either of the councils or ad-hoc joint committees may be created as the need arises. Members of ad-hoc committees will be selected by the council(s) but could include others from outside the council(s) as necessary.

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Graduate Faculty Appointment Committee: The Graduate Faculty

review all proposals related to the General Education Program.

Appointment Committee shall make recommendations regarding the appointment of graduate faculty.

Student Research Committee: The Student Research Committee shall administer and review graduate student research.

6. Council Meetings

Each council shall hold open meetings at least once per month during the academic year. Additional meetings may be called as needed.

7. Office Support

Office support (e.g., office associate, web master, printing, and other administrative requirements) will be provided to both councils by the Office of the Vice President for Academic Affairs.

8. Proposal Routing

Undergraduate proposals shall be routed from the department through the college undergraduate curriculum committee, the University Teacher Education Committee (if appropriate), and the General Education Committee (if appropriate) to the Undergraduate Curriculum Council. Graduate proposals shall be routed from the department through the college graduate curriculum committee and the University Teacher Education Committee (if appropriate) to the Graduate Curriculum Council (Figure 1).

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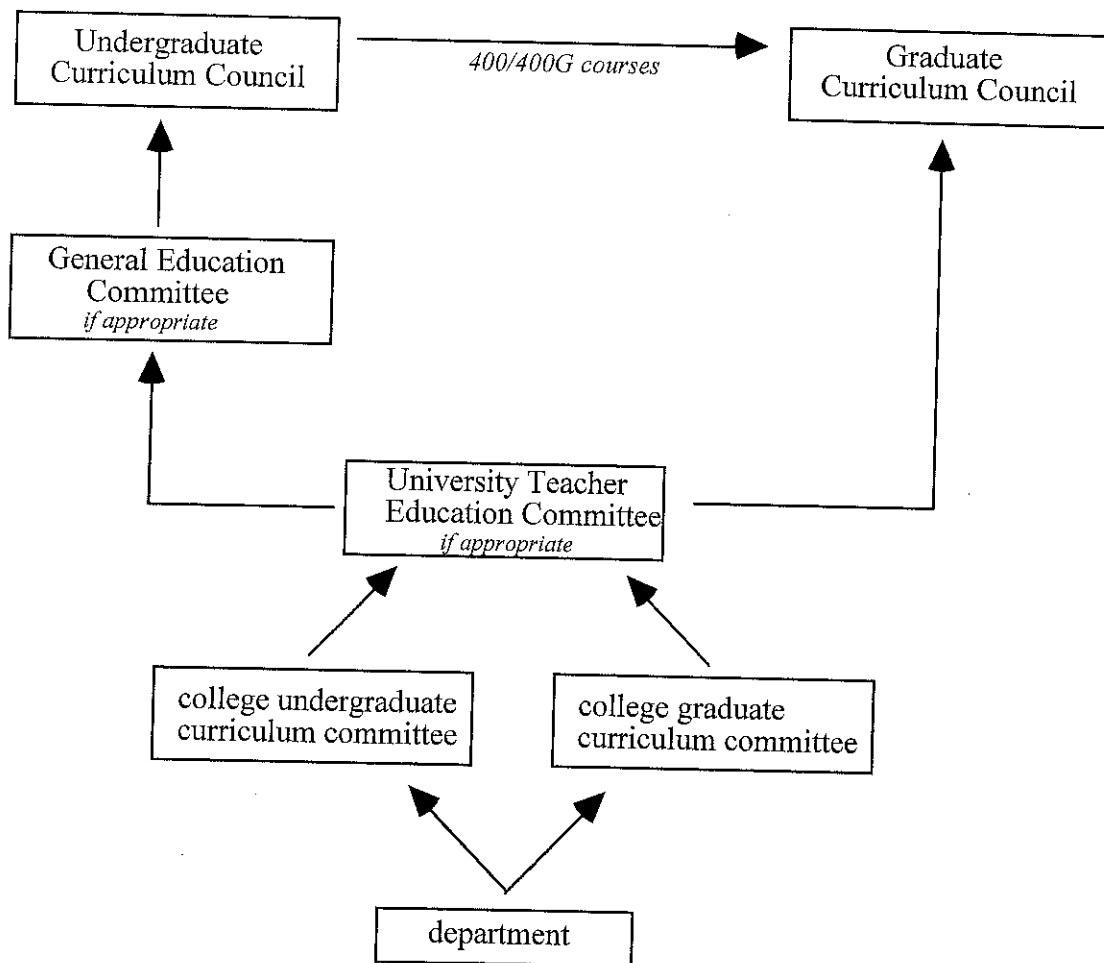


Figure 1. Proposal Routing for the Undergraduate and Graduate Curriculum Councils.

RATIONALE

The proposed university curriculum review structure will be more efficient in terms of personnel and resources. It will eliminate redundancy and duplication of efforts among existing curriculum review bodies. Separation of the undergraduate and graduate curriculum review process is advantageous in terms of accreditation of individual programs and the university itself. Based on recent experiences, there is little value added by University Senate review of curricular proposals.

Chair Applegate opened the floor for discussion.

After a lengthy discussion, Chair Applegate recognized the lateness of the hour and scheduled a special meeting to review of this motion. The special meeting will be held Thursday, October 30, 2003 in Room 205 of the Garrett Conference Center.

10/30/03

I. Chair Darlene Applegate moved that graduate-level academic policy revisions and creations be forwarded from the Graduate Council to the UCC and the University Senate for review, following the usual approval process as stipulated the UCC Bylaws and the University Senate Charter. The motion was seconded.

To illustrate, Chair Applegate referred to several recent actions of the Graduate Council that might be considered revisions or creations of academic policy but for which proposals were not forwarded to the University Curriculum Committee for consideration.

Quoted from Graduate Council minutes from 9/13/03 meeting:

1. Credits Prior to Program Admission

a. Total number of credits students may apply to their degree program from credits earned prior to admission to the program (courses taken during the senior semester, unclassified status courses, transfer courses, previous master's courses, previous certificate courses) may not exceed twelve (12) hours.

[Can't find this in the 01-03 catalog.]

2. Unclassified Admission

b. Maximum of nine (9) hours taken in the post-baccalaureate unclassified admission status may be transferred, if appropriate, to a degree program.

[Old policy allowed for 12 hours (p. 16).]

3. Seniors Enrolling for Graduate Credit

a. Final semester Western seniors who lack no more than nine (9) hours to complete a bachelor's degree may enroll in a maximum of six (6) hours of graduate credit. A student lacking no more than twelve (12) hours may enroll in a maximum of three (3) hours of graduate credit.

[Current policy (p. 19) does not stipulate a maximum number of grad credit hours a senior may take. Nor does it stipulate the number of credit hours a senior may be lacking to be allowed to enroll in grad courses.]

4. Transfer Credits

a. For degree programs requiring 30-59 and 60 plus, the maximum transfer credits are 9 and 12, respectively.

b. In cooperative or joint programs with other universities, credits earned in the program at these institutions are not considered transfer credits.

[Old policy allowed for up to 12 hours of transfer credits, regardless of size of degree program (p. 17). Can't find any pre-existing statement about coop programs, so this must be new.]

5. Previous Master's Course Work

a. Maximum of nine (9) hours of credit from a previous Western master's program may be accepted toward a second master's degree.

[Old policy allowed up to 12 hours (p. 19).]

6. Graduate Certificates

a. Admission or completion of a graduate certificate does not guarantee admission to a graduate degree program.

b. Admission to a graduate certificate is based upon a bachelor's degree and adequate preparation in the area of study.

c. Maximum of nine (9) hours of certificate course work, if appropriate, may subsequently be applied toward graduate degree requirements.

[This all appears to be new.]

8. GRE Analytical Writing Score

- a. Minimum score for degree program admission is 3.5.

[Probably new due to changes in GRE exam format; not in the catalog.]

9. [Admission Requirements]

* The Graduate Council voted to approve the Cooke/Jones motion to (3) accept a master's degree from an accredited institution in a related field in lieu of the GRE General Test. The catalog statement will appear as follows: "If a student has a master's degree from an accredited institution in a related field to the area of study, the department has the discretion to substitute the master's degree for the GRE General Test requirement."

[This appears to be new.]

10. Residency

- a. Graduate Studies does not have a residency requirement for master's or specialist degree students.

- b. Western's courses offered by distance education are considered resident credit.

[Not sure if this is a new policy or a revision.]

Chair Applegate opened the floor for discussion and a lengthy discussion ensued. Current UCC Bylaws and excerpts from the University Senate Charter were read and discussed. The discussions were recorded and the cassette tape is on file in the Office of the Provost and Vice President for Academic Affairs.

Chair Applegate called for a vote by a show of hands.

The motion failed by a vote of 6 Yes to 7 No. The Chair declared the motion failed.

II. Chair Applegate moved approval of the report from the UCC Subcommittee to Review the Curriculum Review Process.

The following historical context was provided by Chair Applegate. At the February 2003 meeting of the University Senate Executive Committee, she presented a proposal and made a motion to revise in the curriculum review process by creating a two-prong process, one for review of undergraduate proposals and the other for graduate proposals. Because this was a verbal motion, the University Senate Executive Committee defeated the motion and requested that a formal motion be written by the UCC and be brought back to the

University Senate Executive Committee. Therefore, a UCC subcommittee was appointed and the following proposal was created.

REPORT FROM THE SUBCOMMITTEE TO REVIEW THE CURRICULUM REVIEW PROCESS

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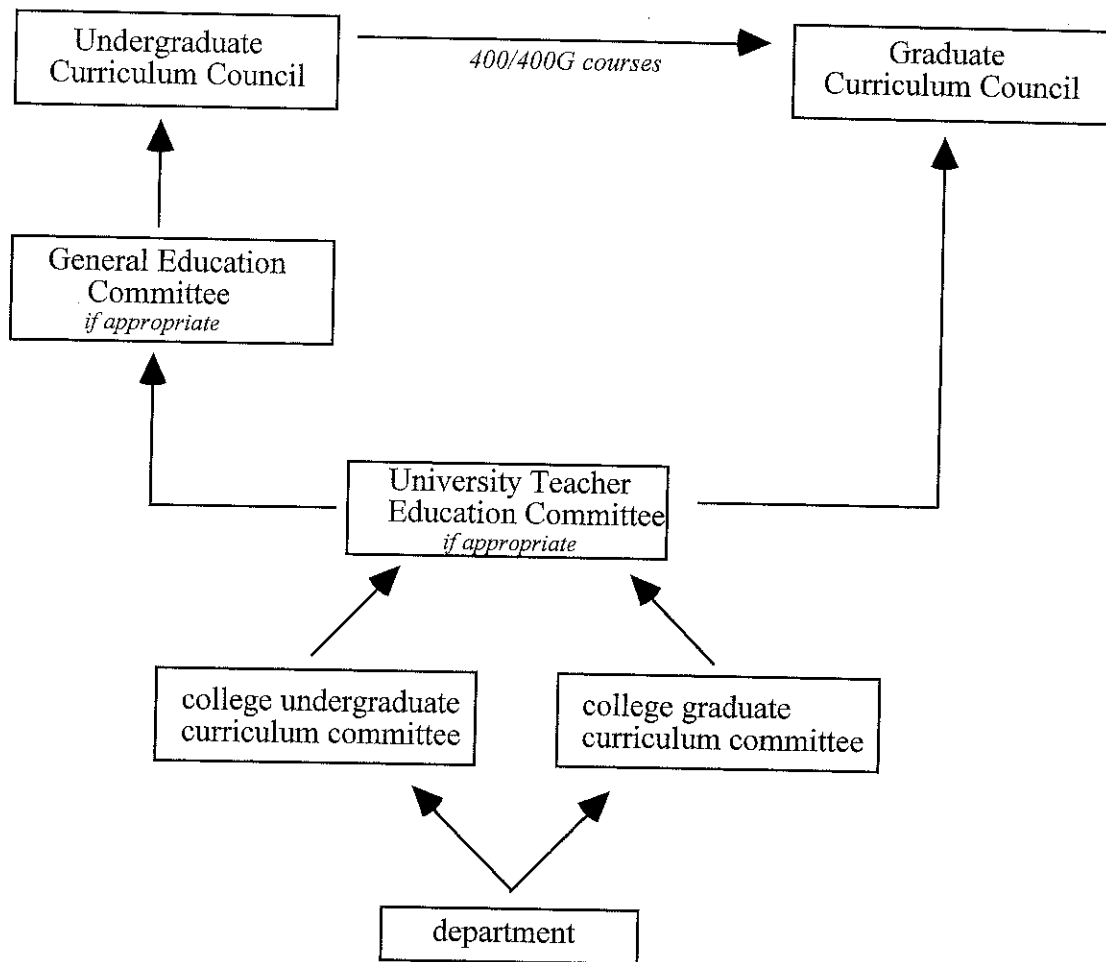


Figure 1. Proposal Routing for the Undergraduate and Graduate Curriculum Councils.

Chair Applegate also noted that University Senate Chair, Dr. Douglas Smith, was in attendance at today's meeting.

The floor was opened for discussion.

Andrew McMichael moved to amend the motion by deleting Table 1.

The motion to amend was seconded.

The Chair opened the floor for discussion on the motion to amend.

The motion to amend by deleting Table 1 carried. (It was noted that references to Table 2 in the document should now read Table 1.)

Ken Whitley moved to amend the motion by revising the last sentence of the introductory paragraph of the proposal to read as follows:

Original:

Outlined below is the subcommittee's recommendation to establish two university-wide faculty councils responsible for the curriculum review process; the proposed councils would operate independently of the current University Senate.

Proposed:

Outlined below is the subcommittee's recommendation to establish two university-wide faculty councils responsible for the curriculum review process. The proposed councils would operate independently of the current University Senate; items approved would be forwarded to the University Senate for information.

The motion to amend was seconded.

The Chair opened the floor for discussion on the motion to amend.

The motion to amend by revising the last sentence of the introductory paragraph carried.

Charles Wainright moved to amend the motion by revising Figure 1 to show vertical arrows from the college curriculum committees to the two councils and to show horizontal arrows from the vertical arrows to the General Education Committee and the University Teacher Education Committee.

The motion to amend was seconded.

The Chair opened the floor for discussion on the motion to amend.

The motion to amend by revising Figure 1 carried.

Retta Poe moved to amend the motion by revising Item 3 as follows:

Original:

The term of office for members of each council shall be one year [or possibly two-year terms, staggered], beginning each year on August 1 and ending on July 31 of the subsequent year.

Proposed:

The term of office for members of each council shall be two-year terms (staggered), beginning each year on August 1 and ending on July 31 of the subsequent year.

The motion to amend was seconded.

The Chair opened the floor for discussion on the motion to amend.

The motion to amend by revising Item 3 carried.

Andrew McMichael moved to amend the motion by revising Item 3 as follows:

Add:

Representatives may serve two consecutive terms (four years), after which time representatives rotate off for at least one year.

The motion to amend was seconded.

The Chair opened the floor for discussion on the motion to amend.

After considerable discussion the Chair called for a vote by show of hands. The motion to amend by revising Item 3 failed by a vote of 5 Yes to 7 No.

Charles Wainright moved to amend the motion by revising Item 3 as follows:

Original:

At-large faculty and student members of each council shall be elected in March; representatives from college curriculum committees shall be elected by the end of the spring semester.

Proposed:

Ideally, faculty members of each council shall be elected by the end of the spring semester for the following academic year.

The motion to amend was seconded.

The Chair opened the floor for discussion on the motion to amend.

The motion to amend by revising Item 3 carried.

Charles Wainright moved to amend the motion by revising Table 1 as follows:

Original:

Student Research Committee: The Student Research Committee shall administer and review graduate student research.

Revised:

Student Research Committee: The Student Research Committee shall administer funds for graduate student research.

The motion to amend was seconded.

At this point Andrew McMichael called for a quorum. After a count, it was determined there was a quorum.

The Chair opened the floor for discussion on the motion to amend.

The motion to amend by revising Table 1 carried.

At this point Nedra Atwell called for a quorum. After a count, it was determined there was not a quorum.

The Chair said the amended proposal and the remainder of today's agenda would be considered as Old Business at the next UCC meeting on November 26, 2003.

11/25/03

Chair Applegate said she had two reports for the Committee from the University Executive Committee, she will report on one now and the other at the beginning of Old Business. She said the Executive Committee met November 10, 2003, and in her report to the Committee she informed them about the decision not to require review of Graduate level academic policies. There was a discussion on this and the Chair of the Executive Committee, Douglas Smith, made a decision within his power to request that the UCC continue to review Graduate Council curricula including academic proposals until the language of the University Senate Charter is clarified. Chair Smith also said that this body can send a recommendation forward to the Executive Committee stating our interpretation of the Charter, and send forward as our proposed recommendation for revisions. Chair Applegate said the Executive Committee is now collecting proposals for changes to the Charter, and these will be considered at the February meeting of the Senate. Chair Applegate asked the UCC to consider and make any recommendations about the interpretation of the Charter language, and she will again address this today under Other Business of this meeting. She said any individual can send forward suggestions through their college Senators.

Chair Applegate said the University Executive Committee discussed the proposed revisions to the Curriculum Review and Approval Process. Douglas Smith, the Chair of the University Senate had directed the UCC not to send forward a proposal that involves removing this body from the University Senate. The Chair said that in a sense this negates

the second part of the last sentence in the beginning of the proposal. In other words, we cannot send a proposal forward that states that this body will operate independently from the University Senate.

The following is the revised proposal:

Revised October 30, 2003

**WESTERN KENTUCKY UNIVERSITY
MEMORANDUM**

TO: University Curriculum Committee

FR: UCC Subcommittee to Review the Curriculum Review Process

RE: Proposed Revisions to the Curriculum Review and Approval Process

DT: November 25, 2003

At the February 27, 2003 meeting of the University Curriculum Committee, a subcommittee (Darlene Applegate, Linda Pulsinelli, Retta Poe, Charles Wainright) was formed to study the university system of curriculum review and to formulate recommendations for revising the current system with the goal of creating a more efficient process. Outlined below is the subcommittee's recommendation to establish two university-wide faculty councils responsible for the curriculum review process. The proposed councils would operate independently of the current University Senate; items approved would be forwarded to the University Senate for information.

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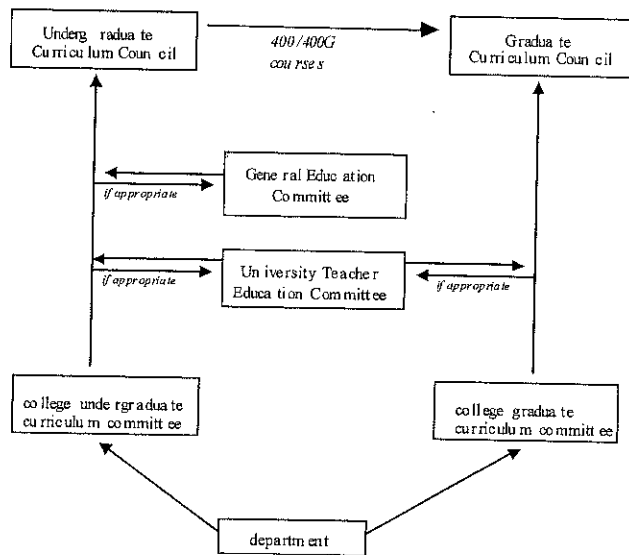


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After considerable discussion, Retta Poe moved to table the proposal indefinitely. The motion was seconded, and unanimously approved.

REPORT FROM THE STEERING COMMITTEE

A. Proposal to Revise Checklist for College Curriculum Committees

Charles Wainright moved approval of the proposal to send to the College Curriculum Committees a checklist for the members of their Curriculum Committee to use and share with their constituents on proposals coming forward to the UCC.

October 24, 2003

CHECKLIST FOR COLLEGE CURRICULUM COMMITTEES

Questions to Consider when Reviewing Course Proposals

Note: The following questions are based on information provided in the University Curriculum Committee Guidelines and Operating Procedures document, adopted by the University Senate in February 2002. Copies are available in each department and dean's office or online at <http://www.wku.edu/~darlene.applegate/ucc/ucc.html>. This is not intended to be an exhaustive list. These are things that are commonly considered.

FORMAT

- 1 Does the proposal follow the format required by the University Curriculum Committee?
 - 2 Is the proposer contact information listed?
 - 3 Are all outline items included in the proposal (except those for multiple revisions to a course)?
 - 4 Are the outline headings complete and accurate?
 - 5 Are the outline numbers correct?
 - 6 Is information (other than lists and catalog course descriptions) written in complete sentences?
 - 7 Does the proposal present the complete information specified in the guidelines for the format followed?
 - 8 Are all appropriate committees listed in the section for committee approval dates?
-

ATTACHMENTS

- Is the Course Inventory Form or Program Inventory Form complete and ready to submit to Academic Affairs?
- Does the Course Inventory Form or Program Inventory Form have the required signatures?
- Does the Bibliography (for new course proposals) reflect current scholarship in the discipline?
- Is the Library Resources Form (for new course proposals) complete?
- Does the Library Resources Form (for new course proposals) have the required signatures?

- Are the library holdings adequate (for new course proposals)?
- Is the Equivalency Approval Statement Form complete?
- Does the Equivalency Approval Statement Form have the required signatures?
-

COURSE REVISION PROPOSALS

- Is the length of the abbreviated title 30 characters or less?
- Are prerequisite/corequisite courses clearly distinguished?
- Are prerequisite/corequisite courses for undergraduates and graduates distinguished?
- Are courses preceding prerequisite/corequisite courses omitted?
- Is the course catalog listing concise (aim for 25 words or less and incomplete sentences)?
- Is special information about the course included in the course catalog listing?

NEW COURSE PROPOSALS

- Is the length of the abbreviated title 30 characters or less?
- Are prerequisite/corequisite courses clearly distinguished?
- Are prerequisite/corequisite courses for undergraduates and graduates distinguished?
- Are courses preceding prerequisite/corequisite courses omitted?
- Is the course catalog listing concise (aim for 25 words or less and incomplete sentences)?
- Is special information about the course included in the course catalog listing?
- In items 2.3, 2.4, and 2.5, does the proposal discuss the relationship of the course to the other *specific* courses, which are identified by prefix, number and title? That is, does the proposal say more than just that the course doesn't duplicate others, but rather discusses its relationship to other courses, as indicated in the guidelines for these sections?
- Are complete citations provided for tentative texts?
-

PROGRAM REVISION PROPOSALS

- -Are the credit hours listed in item 1.3 those for the major/minor/certificate only (not the total hours for the degree program)?
- If the revisions involve courses in other departments, have the department heads been informed?
- Is item 2 presented as a bulleted summary list of the proposed revisions?

- Are the complete current and complete proposed programs presented in item 3 (preferably in adjacent columns), with changes indicated in bold or italics so that comparisons are easily made?
- Are course titles and credit hours listed (not just prefixes and numbers)?
- Is a rationale included for *each* proposed change?

NEW PROGRAM (MAJOR, MINOR, CERTIFICATE) PROPOSALS

- Has an overview of the new major program been posted on the CPE website?
- If the program includes courses in other departments, have the department heads been informed?
- Is the catalog description written in complete sentences?
- Is the proposed program compared to *specific* programs in the department, in other departments, and at other institutions?
- Are new and existing courses clearly distinguished in the curriculum description?

The motion was seconded. The motion carried.

B. Proposal to Revise the UCC Guidelines and Operating Procedures

Andrew McMichael moved to approve the following:

Proposal Date: 10/23/03

University Curriculum Committee Proposal to Revise the UCC Guidelines and Operating Procedures (Action Item)

Contact Person: Andrew McMichael (andrew.mcmichael@wku.edu; 5-7023)

Whereas, the existing UCC bylaw, Section VII-A, which reads “Each faculty representative and alternate shall serve a one-year term from August 1 through July 31 and may be elected or appointed to successive terms of office” and

Whereas, the University Senate and the Graduate Curriculum Committee have term limits, which are a recognized method of keeping committees “fresh,” helping them to function smoothly, and allowing for a steady rotation of new ideas, perspectives and energy into the governance structure, and

Whereas, the old Academic Council, from which this committee was formed, had a four-year term limit, and

Whereas, eighty percent of the membership is senatorial on two other Senate sub-committees, the General Education Committee and the Faculty Welfare and Professional Responsibilities, which makes for *de facto* term limits on each of those committees, and

Whereas, the voting membership of the UCC, by contrast, is only thirty-three percent senatorial, meaning that the vast majority of the membership can serve without limit, if they please, and

Whereas, this proposal would bring the UCC in line with Senate structure and intention and would also continue the spirit of the old Academic Council,

I propose that said bylaw be amended to read "Each faculty representative and alternate shall serve a one-year term from August 1 through July 31 and may be elected or appointed to successive terms of office. Said representatives and alternate would be limited to four consecutive one-year terms. After a fourth consecutive term, one would not be eligible for re-election as a representative or an alternate for one calendar year. Current members who will have served four or more years by the end of this calendar year will not be eligible for re-election until the 2005-2006 calendar year."

The motion was seconded. The motion failed by a vote of 4 Yes to 11 No.

01/29/04

REPORT FROM THE SUBCOMMITTEE ON UNIVERSITY SENATE CHARTER REVISIONS

Chair Applegate said as a recap, at the October 23, 2003 UCC meeting, we discussed the issue of UCC review of changes to Graduate level Academic Policies. We had discussion regarding whether or not Graduate Level Academic Policy, Creation/Revision should come through this body for review. There is some ambiguity in the University Senate 's Charter regarding whether or not these items are expected to be sent to the UCC for review, and this Committee voted "not to require review of graduate level academic policies", just the curricular only. Chair Applegate said she took this proposal to the University Senate's Executive Committee they said that we could exercise our right to send forward actual language to amend the Charter to make it clearer what the actual role of the UCC is in regard to graduate level academic policy addition or revisions. The Chair said this Subcommittee, composed of herself, Andrew McMichael and Joan Krenzin, has prepared 3 options, that were passed out at this meeting (copy attached).

Chair Applegate said the 3 options are: 1) Would maintain the existing UCC structure as one of the three Standing Committees of the Senate, and would alter the language such that graduate academic policy addition/revision would not go through the UCC for final

approval. 2) Maintains the existing UCC structure, but does require review of graduate academic policy by the UCC. 3) Would recommend altering the Charter to create two Standing Committees to review curricular items. The existing UCC would remain and the other would be an undergraduate UCC which would review only undergraduate matters, and the new Standing Committee of the Senate, this would be a Graduate Curriculum Committee that would review all the graduate level proposals.

The Chair opened the floor for discussion. After considerable discussion it was the consensus of the UCC that the proposals need more time to be studied.

Retta Poe moved to consider this report of the Subcommittee on University Senate Charter Changes at the February, 2004 UCC meeting. The motion was seconded. The motion carried.

CHECKLIST FOR COLLEGE CURRICULUM COMMITTEES

Questions to Consider when Reviewing Course Proposals

Note: The following questions are based on information provided in the University Curriculum Committee Guidelines and Operating Procedures document, adopted by the University Senate in February 2002. Copies are available in each department and dean's office or online at <http://www.wku.edu/~darlene.applegate/ucc/ucc.html>. The checklist is not intended to be an exhaustive list; rather, it includes issues commonly considered by the University Curriculum Committee.

FORMAT

¶ Does the proposal follow the format required by the University Curriculum Committee?

- a. Is the proposer contact information listed?
- b. Are all outline items included in the proposal (except those for multiple revisions to a course)?
- c. Are the outline headings complete and accurate?
- d. Are the outline numbers correct?
- e. Is information (other than lists and catalog course descriptions) written in complete sentences?
- f. Does the proposal present the complete information specified in the guidelines for the format followed?
- g. Are all appropriate committees listed in the section for committee approval dates?

ATTACHMENTS

- h. Is the Course Inventory Form or Program Inventory Form complete and ready to submit to Academic Affairs?
- i. Does the Course Inventory Form or Program Inventory Form have the required signatures?
- j. Does the Bibliography (for new course proposals) reflect current scholarship in the discipline?
- k. Is the Library Resources Form (for new course proposals) complete?
- l. Does the Library Resources Form (for new course proposals) have the required signatures?
- m. Are the library holdings adequate (for new course proposals)?

- n. Is the Equivalency Approval Statement Form complete?
- o. Does the Equivalency Approval Statement Form have the required signatures?

COURSE REVISION PROPOSALS

- p. Is the length of the abbreviated title 30 characters or less?
- q. Are prerequisite/corequisite courses clearly distinguished?
- r. Are prerequisite/corequisite courses for undergraduates and graduates distinguished?
- s. Are courses preceding prerequisite/corequisite courses omitted?
- t. Is the course catalog listing concise (aim for 25 words or less and incomplete sentences)?
- u. Is special information about the course included in the course catalog listing?

NEW COURSE PROPOSALS

- v. Is the length of the abbreviated title 30 characters or less?
- w. Are prerequisite/corequisite courses clearly distinguished?
- x. Are prerequisite/corequisite courses for undergraduates and graduates distinguished?
- y. Are courses preceding prerequisite/corequisite courses omitted?
- z. Is the course catalog listing concise (aim for 25 words or less and incomplete sentences)?
- aa. Is special information about the course included in the course catalog listing?
- bb. In items 2.3, 2.4, and 2.5, does the proposal discuss the relationship of the course to the other *specific* courses, which are identified by prefix, number and title? That is, does the proposal say more than just that the course doesn't duplicate others, but rather discusses its relationship to other courses, as indicated in the guidelines for these sections?
- cc. Are complete citations provided for tentative texts?

PROGRAM REVISION PROPOSALS

- ñ Are the credit hours listed in item 1.3 those for the major/minor/certificate only (not the total hours for the degree program)?
- ñ If the revisions involve courses in other departments, have the department heads been informed?
- ñ Is item 2 presented as a bulleted summary list of the proposed revisions?

ñ Are the complete current and complete proposed programs presented in item 3 (preferably in adjacent columns), with changes indicated in bold or italics so that comparisons are easily made?

ñ Are course titles and credit hours listed (not just prefixes and numbers)?

ñ Is a rationale included for *each* proposed change?

NEW PROGRAM (MAJOR, MINOR, CERTIFICATE) PROPOSALS

ñ Has an overview of the new major program been posted on the CPE website?

ñ If the program includes courses in other departments, have the department heads been informed?

ñ Is the catalog description written in complete sentences?

a. Is the proposed program compared to *specific* programs in the department, in other departments, and at other institutions?

ñ Are new and existing courses clearly distinguished in the curriculum description?

OPTION 1: MAINTAIN EXISTING UCC STRUCTURE, DO NOT REQUIRE REVIEW OF GRADUATE ACADEMIC POLICIES

IV. The Organization of the University Senate

A. Standing Committees of the Senate

2. The University Curriculum Committee

The University Curriculum Committee shall consist of voting members and alternates as well as non-voting advisory members. Voting members will be selected as follows: one senate representative and one alternate from each college and the Library shall be selected by Senate colleagues from the same college. One curriculum committee representative and one alternate shall be elected from each of the college undergraduate curriculum committees, the college graduate curriculum committees, and the Graduate Council. To ensure adequate representation three faculty members and three alternates shall be appointed by the Executive Committee; the appointed members should normally be Senators, but non-Senators may be appointed. One student senator and one student alternate shall be selected by the Student Government Association to serve on the committee. The Registrar, a representative of the Office of the Vice President for Academic Affairs, and the deans (or their representatives) of the undergraduate colleges, the Library, and Graduate Studies and Research shall be advisory members.

The functions of the University Curriculum Committee shall be:

- a. to review existing undergraduate and graduate programs and new program proposals in light of the university's mission statement**
- b. to review any undergraduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations**
- c. to review existing courses and new courses having significant consequences that cross college lines**
- d. to study any curricular matter it chooses**
- e. to study matters assigned to it by the Executive Committee**

The University Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic

policies, and 2) to review particular undergraduate and graduate programs and courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, undergraduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The University Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Vice President for Academic Affairs.

The University Curriculum Committee shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of information item.) All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of consent item.) Any member of the University Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of action item.) Any action item that the Curriculum Committee rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate's consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

OPTION 2: MAINTAIN EXISTING UCC STRUCTURE, REQUIRE REVIEW OF GRADUATE ACADEMIC POLICIES

IV. The Organization of the University Senate

A. Standing Committees of the Senate

2. The University Curriculum Committee

The University Curriculum Committee shall consist of voting members and alternates as well as non-voting advisory members. Voting members will be selected as follows: one senate representative and one alternate from each college and the Library shall be selected by Senate colleagues from the same college. One curriculum committee representative and one alternate shall be elected from each of the college undergraduate curriculum committees, the college graduate curriculum committees, and the Graduate Council. To ensure adequate representation three faculty members and three alternates shall be appointed by the Executive Committee; the appointed members should normally be Senators, but non-Senators may be appointed. One student senator and one student alternate shall be selected by the Student Government Association to serve on the committee. The Registrar, a representative of the Office of the Vice President for Academic Affairs, and the deans (or their representatives) of the undergraduate colleges, the Library, and Graduate Studies and Research shall be advisory members.

The functions of the University Curriculum Committee shall be:

- a. to review existing undergraduate and graduate programs and new program proposals in light of the university's mission statement**
- b. to review any undergraduate and graduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations**
- c. to review existing undergraduate and graduate courses and new courses having significant consequences that cross college lines**
- d. to study any curricular matter it chooses**
- e. to study matters assigned to it by the Executive Committee**

The University Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning undergraduate and graduate university-wide

academic policies, and 2) to review particular undergraduate and graduate programs and courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Undergraduate and graduate university-wide academic policies include such matters as admission requirements, undergraduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The University Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Vice President for Academic Affairs.

The University Curriculum Committee shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of information item.) All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of consent item.) Any member of the University Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of action item.) Any action item that the Curriculum Committee rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate's consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

OPTION 3: CREATE TWO STANDING COMMITTEES TO REVIEW CURRICULAR ITEMS

IV. The Organization of the University Senate

A. Standing Committees of the Senate

2. The University Undergraduate Curriculum Committee

The University Undergraduate Curriculum Committee shall consist of voting members and alternates as well as non-voting advisory members. Voting members will be selected as follows: one senate representative and one alternate from each college and the Library shall be selected by Senate colleagues from the same college. One curriculum committee representative and one alternate shall be elected from each of the college undergraduate curriculum committees, the college graduate curriculum committees, and the Graduate Council. To ensure adequate representation three faculty members and three alternates shall be appointed by the Executive Committee; the appointed members should normally be Senators, but non-Senators may be appointed. One student senator and one student alternate shall be selected by the Student Government Association to serve on the committee. The Registrar, a representative of the Office of the Vice President for Academic Affairs, and the deans (or their representatives) of the undergraduate colleges; and the Library, and Graduate Studies and Research shall be advisory members.

The functions of the University Undergraduate Curriculum Committee shall be:

- a. to review existing undergraduate programs and new program proposals in light of the university's mission statement**
- b. to review any undergraduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations**
- c. to review existing undergraduate courses and new courses having significant consequences that cross college lines**
- d. to study any undergraduate curricular matter it chooses**
- e. to study undergraduate matters assigned to it by the Executive Committee**

The University Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review particular undergraduate programs and

courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, under-graduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The University Undergraduate Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Vice President for Academic Affairs.

The University Undergraduate Curriculum Committee shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of "information item.") All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of

"consent item.") Any member of the University Undergraduate Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of "action item.") Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate's consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

3. The Graduate Curriculum Committee

The Graduate Curriculum Committee shall consist of voting members and alternates as well as non-voting advisory members. Voting members will be selected as follows: one senate representative and one alternate from each college and the Library shall be selected by Senate colleagues from the same college. One curriculum committee representative and one alternate shall be elected from each of the college graduate curriculum committees. To ensure adequate representation three faculty members and three alternates shall be appointed by the Executive Committee; the appointed members should normally be Senators, but non-Senators may be appointed. One graduate student representative and one alternate shall be elected by the graduate students of each college. The Registrar, a representative of the Office of the Vice President for Academic Affairs, and the deans (or their representatives) of the Library and Graduate Studies and Research shall be advisory members.

The functions of the Graduate Curriculum Committee shall be:

- a. to review existing graduate programs and new program proposals in light of the university's mission statement
- b. to review any graduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations
- c. to review existing graduate courses and new courses having significant consequences that cross college lines
- d. to study any graduate curricular matter it chooses
- e. to study graduate matters assigned to it by the Executive Committee

The Graduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide graduate academic policies, and 2) to review particular graduate programs and courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Graduate university-wide academic policies include such matters as admission requirements, degree and graduation requirements, and all similar matters that have application or significance beyond a single college. The Graduate Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Vice President for Academic Affairs.

The Graduate Curriculum Committee shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of information item.) All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of consent item.) Any member of the Graduate Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of action item.) Any action item that the Graduate Curriculum Committee rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate's consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

[Appendix]
Functions of the College Curriculum Committees

Each college shall have undergraduate and graduate curriculum committees to review all curriculum-related matters, including the determination of degree requirements and standards of scholastic achievement. Departments shall submit to their college curriculum committees all proposals for changes in their academic programs. If a proposal is approved by a college curriculum committee and it has significant implications for departments in other colleges, then it shall be forwarded to the University Undergraduate Curriculum Committee or the Graduate University Curriculum Committee as an action item. Proposals with significant implications include the following: proposals for new programs (majors, minors, certificate programs), significant changes in programs, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of "one-time only" courses, and academic policies and regulations.

If a proposal does not have significant implications beyond the college, then it shall be forwarded to the University Undergraduate Curriculum Committee or the Graduate University Curriculum Committee as a consent item. Proposals that do not have significant implications for programs in other colleges typically include the following: proposals to change program (major, minor, certificate) titles, replace one intradepartmental course in a program with another, delete programs, suspend programs, delete courses, suspend courses, change course titles, change course catalog descriptions (as long as course content is not changed), change course numbers without changing level (e.g. PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses. Any member of the University Undergraduate Curriculum Committee or the Graduate University Curriculum Committee shall have the right to remove a proposal from a college curriculum committee's list of consent items and to treat it as an action item. If a member of the University Undergraduate Curriculum Committee or the Graduate University Curriculum Committee does so, the Committee may postpone review of the item until the next meeting of the University Curriculum Committee.

One-time only course offerings and proposals to change course prefixes shall be forwarded to the University Undergraduate Curriculum Committee or the Graduate University Curriculum Committee as information items.

If a new course is also being recommended for inclusion in general education, then the proposal shall first be forwarded to the University Undergraduate Curriculum Committee for approval. If approved, the proposal shall be forwarded simultaneously to the University Senate for consent and to the General Education Committee for review.

If the University Undergraduate Curriculum Committee, the Graduate Curriculum Committee, or the General Education Committee rejects a proposal from a college curriculum committee, the college curriculum committee shall have the opportunity to revise its proposal and to resubmit it to the same committee. If the proposal is rejected a second time, the college curriculum committee shall have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

2/26/04

Chair Applegate described the four proposals to revise the University Senate Charter that would impact the UCC. She asked for feedback and votes on the proposals. A total of 15 voting members of the UCC participated in the discussions. Chair Applegate will convey the results of the polling to the University Senate at its March 2004 meeting. (See the minutes of the University Senate for complete versions of the proposed University Senate Charter revisions.)

PROPOSAL TO CREATE A STANDING COMMITTEE ON ACADEMIC QUALITY

This proposal would create a new standing committee of the University Senate, the Committee on Academic Quality.

Chair Applegate asked if UCC members support a amendment to the proposal to add a UCC representative to the proposed standing committee. Eleven UCC members voted in favor of the amendment, none voted against, and four abstained.

Chair Applegate asked if UCC members support the proposal, if amended, to create the proposed standing committee. Seven UCC members voted in favor, two voted against, and six abstained.

PROPOSAL TO REVISE THE COMPOSITION OF THE UNIVERSITY CURRICULUM COMMITTEE

This proposal would (1) eliminate the college curriculum committee representatives/alternates from membership in the UCC and (2) eliminate the faculty at-large representatives/alternates from membership in the UCC.

Chair Applegate asked if UCC members support the proposal to eliminate the college curriculum committee representatives/alternates. No UCC members voted in favor, 14 voted against, and one abstained.

Chair Applegate asked if UCC members support the proposal to eliminate the faculty at-large representatives/alternates. No UCC members voted in favor, eight voted against, and seven abstained.

PROPOSAL TO ESTABLISH TERM LIMITS FOR STANDING COMMITTEES

This proposal would establish a maximum term limit of four years for members of University Senate Standing Committees.

Chair Applegate asked if UCC members support the proposal to establish term limits for University Senate standing committees. The UCC members asked the Chair to convey to the University Senate the results of a vote held at the November 2003 UCC regarding the establishment of term limits for UCC members. That vote was four in favor of term limits and 11 against term limits.

PROPOSAL TO CREATE THE POSITION OF COPY EDITOR

This proposal would create the position of copy editor, whose responsibility would be to review curriculum proposals (subsequent to UCC approval) for wording and punctuation errors.

Chair Applegate asked if UCC members support the proposal if it was amended to require that copy editing occur prior to UCC approval. Fifteen UCC members voted in favor, none voted against, and none abstained.

Chair Applegate asked if UCC members support the proposal if it was amended to require that only those portions of proposals that would appear in print would be copy edited. Thirteen UCC members voted in favor, one voted against, and one abstained.

3/17/04

REPORT FROM THE SUBCOMMITTEE ON UNIVERSITY SENATE CHARTER REVISIONS

Chair Applegate said she would present, at tomorrow's meeting of the University Senate, Option # 2 of the January report of the Subcommittee on University Senate Charter Revisions, to the UCC, which was again reviewed at the February UCC meeting. She polled the UCC members to see if they agreed to this option. There were fourteen (14) yes votes and zero (0) no votes.