



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>
Approved By: <Office Use Only>
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Policy Number: <Office Use Only>
Effective Date: <Office Use Only>
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Policy on Curriculum: Committee Structures, Charges, and Elections

PURPOSE:

To outline the composition and complete charges of the Academic Policy and Planning Committee as a standing committee of the Academic Senate and the Local Curriculum Committee sub-committees and to detail the electorate and chair elections for the Local Curriculum Committees.

BACKGROUND:

CI has grown out of its nascent phase into one of adolescence that requires structures to be updated to conduct our work with decentralized efficiencies. The existing Academic Planning Committee will be transformed into the **Academic Policy and Planning Committee** and become a Standing Committee of the Academic Senate that is responsible for all curricular policies, and curricular elements related to the Academic Master Plan, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office. The existing Curriculum Committee, a Standing Committee of the Academic Senate, will split into four **Local Curriculum Committees**—sub-committees of the Academic Policy and Planning Committee—to provide local jurisdiction of the curriculum related to the content review and approval for new proposals and modifications of existing programs and courses.

POLICY:

Drafted by Curriculum Committee AY 18/19

Accountability:

Academic Senate, Academic Policy and Planning Committee, Local Curriculum Committees

Applicability:

All curricular decisions.

Definition(s): N/A

Policy Text:

1. Composition and Terms
 - a. The Academic Policy and Planning Committee shall consist of faculty chair members of the local curriculum committees elected from the following academic constituencies: 1 from Math & Sciences, 1 from Arts, Humanities, and Social Sciences, 1 from Business and Economics, 1 from Education, 1 representative elected from Library/Counselors, and the GE committee chair;



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Faculty chair members will serve staggered two-year terms. Ex-officio administrators including: the AVP for Academic Programs and Planning, the Dean of Extended Education, a designee from the President's Office, the Director of Institutional Research, the AVP of Enrollment Management, Chief Academic Budget Officer, and the AVP of Physical Campus Planning and one student representative. Administrative Staff from the above-named departments or as identified by the AVP of Academic Planning may be invited to attend as ex-officio members. The AVP of Academic Planning will co-chair the committee with one of the faculty chairs elected at the first meeting of the academic year.

- b. Each of the four Local Curriculum Committees (LCC) will have five voting members elected by the faculty from the representative content areas/affinity groups: Math & Sciences; Arts, Humanities, and Social Sciences; Business and Economics; and Education. Faculty members, including the chairs, on each LLC will serve two-year staggered terms. Additionally, one staff member from each of the following areas will be ex-officio non-voting members: Academic Advising, either the Registrar's Office or Student Systems, Academic Planning, and an Academic Program Analyst or Coordinator from one of the programs represented by the committee.

2. Charges

- a. The Academic Planning and Policy Committee is charged with:
 - i. Making recommendation to the Senate for all university curricular policy matters, including alternative modes of instruction (e.g. distance learning courses), Title V regulations, Executive Orders, and credit and non-credit offerings by Extended University—to be voted on by Faculty members only;
 - ii. Regular review of curricular-related Senate Policies and updating as needed—to be voted on by Faculty members only;
 - iii. Review and approval for all new degrees/programs, majors, minors, emphases, concentrations, options, credentials, certificates for placement on the Academic Master Plan through the Academic Senate process;
 - iv. Soliciting input from campus and community constituencies on new program priorities;
 - v. Identifying emerging fields and degree opportunities that further CI's mission;
 - vi. Providing cost estimates for new and projected programs;
 - vii. Providing recommendations on degrees, majors, minors, emphases, concentrations, options, credentials, certificates, and other programs to the Academic Senate, Provost, and the President;



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- viii. Coordinating the introduction of state-support and self-support programs by working closely with the Dean of Extended Education and the Deans of Academic Programs/Schools;
 - ix. Disseminating its findings to the wider campus community;
 - x. Maintaining the Academic Master Plan, University Catalog, and Class Schedule in conjunction with the Academic Planning/Curriculum Office;
 - xi. Reporting and compiling empirical data and information on program needs in the region and the state every three years;
 - xii. Developing and evaluating growth models every three years for new and existing programs that support university growth;
 - xiii. Reassess need for new local curriculum affinity groups and related programs every three years.
- b. Local Curriculum Committees in the areas of: Math & Sciences; Arts, Humanities, and Social Sciences; Business and Economics; and Education are charged with:
- i. Review and approval of minor course modifications (title, course description, inactivating, prerequisites, grade mode);
 - ii. Review and approval of new course proposals and major course modifications;
 - iii. Review and approval of program modifications;
 - iv. Initial review and approval of new emphases/concentrations/options /minors/ credentials/certificates for the Academic Master Plan and for implementation;
 - v. Initial review and approval of New Programs/Degrees for the Academic Master Plan and for implementation;
 - vi. Collaborating with other local curriculum committees for cross-listed courses;
 - vii. Collaborating with the Academic Planning/Curriculum Office to convey curricular decisions for the University Catalog and Schedule of Classes;
 - viii. Collaborating with the APPC to communicate needed or revised curricular policies;
 - ix. Reassess the need for new affinity grouping or distribution of programs within the groupings with the APPC.

3. Electorate for Local Curriculum Committees

- a. Programs spanning more than one representative content area/affinity group will vote on which local curriculum committee their program will reside for a three-year period. The five faculty members (chair and four other faculty) will be elected by the faculty from the representative content areas/affinity groups:



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4. Chair Elections for Local Curriculum Committees

a. Each LLC chair, one of the five voting members, will be a tenured faculty from any discipline in the content area/affinity group, elected by the faculty in the local area. This position participates on the APPC representing the LCC and serves a two-year term. LLC Chair elections will occur in an election staged prior to the nomination and election process for LLC members. There are no term limits to LLC chair positions.

EXHIBIT(S):

Curriculum Flow Chart