

Academic Senate Resolution

EPC 24-08

April 10, 2024

Resolution on the Charge for the University Curriculum Committee

2nd Reading

Approve: 28/ Oppose: 1/ Abstain: 2

RESOLVED: That the below proposed language be accepted as the revised charge for the University Curriculum Committee (UCC), and be it further

RESOLVED: That these changes be effective immediately, and be it further

RESOLVED: That this resolution be forwarded to the Provost, the President, the faculty of CSUDH, and the UCC.

RATIONALE: There is one important change that instigated this deeper consideration of the Committee charge. Previous committee charges and policies left unanswered the question of what body on campus has authority to approve changes to the curricular process. The major revision here makes it explicit that this is the purview of UCC. (Note that the implementation of such changes is generally not the work of this committee.) Suggestions for such changes might come from various bodies, for example the Graduate Council or the General Education Committee, but they would be reviewed and approved or not by UCC.

In the process of review of the UCC charge, reviewers noted that a few positions on the committee had not in recent memory been present on, or in fact known that they were technically on UCC. The current people in these roles, the Chair of the Program Review Panel, and the Chair of the General Education Committee, have been consulted and agree with the members of UCC that they do not need to be members of UCC (but of course might be consulted and invited to meetings as appropriate).

The document also aligns previous documents with current titles and office names.

University Curriculum Committee Charge

AA – 2005-06

The University Curriculum Committee (UCC), as a standing committee of the Academic Senate, reviews and approves University Curriculum;

The University Curriculum Committee, which reports to the President or designee, the Provost/Vice President for Academic Affairs, and the Academic Senate, has the following responsibilities:

* Review and recommend approval or disapproval of new, modified, or discontinued programs ~~and courses~~ to ensure that the academic standards of the university are met in accordance with the university strategic plan and system- wide and campus policies;
* Review and recommend action on appeals of college curriculum related decisions;
* Review and recommend action on proposals returned to the originating unit for revisions or additional information by off-campus approval bodies;
* Recommend and approve changes in the curriculum review process in accordance with existing university and system policies.
* Identify curricular policy issues to be referred to the Educational Policies Committee of the Academic Senate;
* Prepare an annual ~~and monthly~~ report~~s~~ for the Academic Senate and, Provost/Vice President for Academic Affairs.

~~The UCC will be composed of approximately Twenty (20) members, including the~~ ~~Chair.~~ The Membership of UCC shall be comprised as follows:

Voting Members

* 1 Faculty member appointed by Academic Senate ~~appointment~~
* 1 Faculty member from each ~~college~~ College ~~and/or school~~and the University Library, elected by the ~~college~~ College ~~and/or schoo~~l
* 1 Instructional dean
* ~~1 University Library representative~~
* 1 Student representative
* ~~1 General Education Committee, chair or designee~~
* 1 Educational Policies Committee, chair or designee
* 1 Graduate Council, chair or designee
* ~~1 Program Review Panel, chair or designee~~
* ~~1 University Student Learning Outcomes Assessment Committee, chair or designee~~

Ex-officio Members (non-voting)

* ~~AVP for Academic Resource Management and Planning~~
* Dean of Undergraduate Studies
* Dean of Graduate Studies and Research
* AVP of Academic Programs
* University Registrar or designee
* Representative from the College of Continuing and Professional Education
* ~~Staff Member—Institutional Research and Planning (IRAP)~~
* Staff Member ~~–~~ from the Office of Academic Programs
* Staff support provided by Office of Academic Programs
* ~~the AVP for Academic Programs will act as the administrative liaison to the~~ ~~committee to schedule and coordinate its activities.~~

To maintain continuity in decision making, all terms of service will be staggered and members will serve for a period of two academic years. The Committee will elect its own chair annually at the last meeting of the academic year.

The committee will meet the second and fourth Wednesday of each month during the academic year.The first meeting of the fall term will commence in September and the first meeting of the spring term will commence in February.

The Committee will prepare ~~written monthly and~~an annual report~~s~~ on its activities and make recommendations based on its experience. The report~~s~~ will be submitted to the Chair of the Academic Senate, and the Provost/Vice President for Academic Affairs.

The Office of Academic Programs will act as the administrative liaison to the committee to schedule and coordinate its activities.

While decisions of the Committee are normally final, under extraordinary circumstances they may be referred by the Academic Senate Chair to the Academic Senate for adjudication. Examples of “extraordinary circumstances” include, but are not limited to, decisions made contrary to normal procedures; decisions that are arbitrary, unreasonable, prejudiced or capricious; and decisions involving conflicts of interest. The burden of proof that the decision was incorrect lies with the party making the appeal. Errors in procedure will normally be remanded back to the committee for reconsideration.