

# **University and College Curriculum Committees**

## **Rationale, Charge, and Timeline**

**April 2022**

In May 2021, Faculty Council charged CAP with developing a new university curriculum committee (UCC) in order to streamline the program approval process, ensure parallel processes across CAS and Boler, review the university curriculum from an institutional perspective, and create a mechanism for faculty input into program closures.

After review of the current structure, a survey of such committees at other institutions, and conversations with multiple JCU constituencies, CAP is proposing a faculty-driven process for curricular change. The UCC will provide a university-level perspective while each college will have curriculum committees that vet curricular changes within the college.

The Core Committee and University Committee on Educational Policies (UCEP) will continue their work and communicate with the UCC to navigate substantive changes requiring larger faculty input.

The new process will also have embedded within it a centralized communication mechanism for ensuring faculty and staff are aware of and can respond to proposed and implemented curricular changes.

## **University Curriculum Committee**

The UCC will consist of

- Voting members from the faculty
  - an elected chair
  - one elected representative from each of the divisions of faculty council
  - one elected at-large member
  - one appointed member from Faculty Council

Each elected member will serve a three-year term, at which time they may seek re-election. Open seats may be filled by appointment by Faculty Council.

- A non-voting, ex-officio representative from the Registrar's office
- Non-voting representatives from the following offices may be called upon as needed to provide insight on proposals to form new programs, sunset existing programs, or make significant changes to existing programs. People occupying these offices will be notified of proposed changes and may join the associated meeting.
  - Provost's office
  - Financial Aid office
  - Academic Success Center
  - Library
  - Deans or designee

## Duties

- Provide university-level oversight of the graduate and undergraduate curriculum
- Review changes to the core curriculum to decide if they require a full faculty vote
- Review major policy changes before going to the full faculty
- Resolve issues raised by CAS and Boler curriculum committees
- Review new cross-college programs (majors, minors, etc.)
- Review proposals to sunset a university-wide academic program
- Monitor for redundancies of cross-college courses/programs
- Investigate other matters referred to the committee by faculty council, academic deans, registrar's office, or the provost
- Communicate curricular changes to faculty and staff
- Make recommendations to the faculty for revisions of these duties as needed

The University Curriculum committee reports to the faculty via routine reports of curricular changes. Revisions to the composition or charge of the UCC will require a vote of the faculty.

## College Curriculum Committee

Each college will select committee members via its own mechanism. Currently, Boler maintains separate undergraduate and graduate curriculum committees and their members are appointed.

In general, the college committees will consist of

- Voting members from the faculty
  - a chair
  - a representative from
    - For CAS: each of the CAS-affiliated divisions of faculty council
    - For Boler: each department
    - One at-large member

Each member will serve a three-year term, at which time they may seek re-election or be reappointed. For elected positions, open seats may be filled by appointment by the appropriate Dean.

- A non-voting, ex-officio representatives from the Dean's office (an Associate Dean)

## Duties

- Review new program proposals (majors, minors, certificates, etc.)
- Recommend approval of new course proposals to the Dean's office
- Ensure impacted departments are notified about impending curricular changes
- Review proposals to sunset a program within the college
- Resolve curricular issues that arise between/among departments
- Approve changes to existing majors/minors/concentrations that have an impact beyond a single course including
  - Course deletions
  - Changes of course names or numbers
  - Addition of courses to a major or minor

- Changes to pre-requisites
- Other significant changes to existing courses or programs
- Communicate curricular changes to faculty
- Monitor for redundancies of courses/programs
- Make recommendations to the University Curriculum Committee for revisions of these duties as needed

## **Timeline**

### Spring 2022

- Faculty council review of proposal
- Full faculty review and vote on proposal
- CAS Curriculum Committee chair appointed for fall 2022
- Workflows within Courserdog begin being developed
- CAP elections held for members whose term is up

### Summer 2022

- Workflows within Courserdog continue being developed by the Associate Registrar

### Fall 2022

- CAP becomes UCC
- New program review and sunseting completed by UCC while engaging college curriculum committee chairs in the process (unless college committees feel prepared to undertake this task immediately)
- CAS Curriculum committee election or appointments made
- College committees trained in using Courserdog and trial curricular changes submitted through the process

### Spring 2023

- Full rollout of all curriculum committee duties and implementation within Courserdog

**Resources:** [FAQ](#)