

Columbus State University Curriculum Committee Bylaws

Summary

The bylaws for the Columbus State University Curriculum Committee.

Purpose

To provide guidance to University faculty and administrators of the formation, operation, and execution of the service of the Curriculum Committee.

Policy

UCC Bylaws

Adopted November 26, 2013

I

The Purpose of the University Curriculum Committee

The purpose of the UCC is to deliberate on all curricular proposals at CSU (excluding non-credit continuing education courses) and to recommend to the Provost only those that are academically sound and in compliance with USG and CSU policies.

The responsibilities of the **University Curriculum Committee** are to:

- Review and make recommendations on all requests to create new courses, modify existing courses, deactivate courses, and reactivate courses;
- Review and recommend policies that govern general university requirements;
- Review and make recommendations on all new undergraduate and graduate degree, certificate, and minor program proposals; and
- Notify the CSU's Provost Office SACS Liaison if any curricular initiative represents a substantive change of the type indicated by the chart on [Reporting Timelines for Substantive Change \(PDF\)](#)

II

The Composition of the UCC

The University Curriculum Committee is composed of two voting members from each College (the Dean or Dean's Designee and one elected faculty member) plus the Dean of Libraries and one elected faculty member from the Interdisciplinary Program Council.

Note: As of Sept 2013 this represents 10 voting members.

1. Dean of the College of the Arts
2. One faculty member elected from COA

3. Dean of the College of Education and Health Professions
4. One faculty member elected from COEHP
5. Dean of the College of Letters and Sciences
6. One faculty member elected from COLS
7. Dean of the Turner College
8. One faculty member elected from the Turner College
9. Dean of Libraries
10. One faculty member elected from Interdisciplinary Program Council

Deans serve *ex officio*. A dean may designate an Associate Dean with responsibility for curriculum or the College Curriculum Chair to attend meetings and vote. Faculty selection to the committee should be cognizant of the committee meeting dates and the requirement of a quorum of voting members. A quorum is defined as a majority of voting members. As of Sept 2013, 6 voting members is a quorum. A vote fails if there is a tie.

Staff members in key supporting roles normally attend UCC meetings and work with the UCC chair as needed. These may include the following:

- Registrar
- Associate Provost for Undergraduate Education
- Associate Provost for Graduate Education
- Provost Office Staff
- UITS Staff

In addition, Colleges may request additional attendees when proposing new programs and courses.

Should a voting member of the committee resign or leave CSU, the Chair will request that the appropriate college provide an interim replacement.

*This person would also prepare the official memo to the VPAA and subsequently to the System Office.

III

The UCC Chair & Chair-Elect

The Chair must be a voting member of the UCC, and chairs serve two-year terms. It is preferable for a new chair to be designated two years in advance as Chair-Elect. The duties of new chairs start every other year on July 1. Should the Chair resign or leave CSU, the Chair-Elect will assume the duties of the Chair. Should the Chair-Elect become the Chair, resign or leave CSU, the UCC will elect a Chair-Elect for the remainder of the term.

At the January meeting, the UCC will elect a chair from among its voting members. The chair shall serve for a two year term and will continue to be a voting member of the committee. There will also be a chair-elect who serves for two years before becoming chair. The election for chair-elect will be held at the September

meeting. (Note: colleges need to understand that the chair-elect will serve a four year term on the UCC, two years as the chair-elect and then two years as chair).

The following are the chair's key responsibilities:

1. Schedule meetings, post agendas, and preside at meetings
2. Make certain that proposals include proper documentation
3. Produce detailed meeting minutes
4. Ensure that the minutes—which are the *de facto* record of curriculum change for the university—are approved by UCC vote and posted on the UCC website
5. Report on items of interest from the BOR and USG office
6. Convey areas of curricular concern to the Provost
7. Maintain an awareness of USG and CSU policy related to curriculum

The following are the chair-elect's key responsibilities:

1. Be a backup for the chair
2. Support coordination of minutes preparation
3. Support review of catalog revisions

IV

Calendar and Visitors

The UCC will hold at least five regular meetings each academic year:

- September
- October
- November
- January
- April

Additional UCC meetings may be called at the discretion of the chair to consider urgent items. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be posted on the UCC website a year in advance.

All UCC meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Dates for curricular approvals to be effective:

There are three types of curricular proposals that, if approved, may become effective the term following the UCC Meeting:

1. New courses that do not involved program changes
2. Program elective changes that do not involved credit hour and/or program hour changes.
3. Removal of prerequisites

All other curricular proposals, if approved by all entities including institutional, BOR, and SACS, will become effective for the new catalog year.

Dates for section data entry and registration

Term	Section Data Entry	Early Reg
Summer	Late Jan – mid March	April
Fall	Late Jan – mid March	April
Spring	Late Sept – mid October	November

The academic catalog will become effective the summer term of each year.

All proposals before the UCC will be considered as action items.

The following template should be used by deans as a cover memorandum for distribution of curricular proposals to UCC members (see format on P: drive):

Name of College

1. College wide proposals (Admissions standards, college-wide policies and procedures)

Name of Department

1. Courses – Use ICS report form
 1. New courses
 2. Modified courses
 3. Deactivated courses
 4. Reactivated courses
2. New Programs
 1. Preliminary program proposals/letter of intent – with or without courses attached
 2. Curriculum for new programs that were previously approved
3. Program revisions

Repeat for each department. Please use page numbers, bottom center.

V

Content of Meetings

The main business of the meetings is described in this list:

- September – New courses for Spring semester; minor changes (system office mandates, etc.); subject code or other blanket changes; resolution of pre-requisite problems; urgent matters; corrections.
- October – Proposals from one of the following two groups
 - Letters and Sciences, the Library, and IPC -odd years
 - College of the Arts, College of Education and Health Professions, and Turner College- even years.
 - November – Proposals from one of the following two groups
 - Letters and Sciences, the Library, and IPC -even years
 - College of the Arts, College of Education and Health Professions, and Turner College- odd years.
 - January – Clean-up; program improvements that are less restrictive to students
 - April- Finalize open items

Exceptions to these content guidelines may be made at the discretion of the UCC chair.

VI

Revisions to the Bylaws

Bylaw revisions may be required from time to time to reflect changes in policy or organization. Revisions to the Bylaws require a two-thirds vote of the voting members of the committee.

Procedural Guidelines Adopted by the UCC as of September 2013

I

Effective Dates of Approved Curriculum

In the normal cycle, curriculum proposals are considered in the fall and, assuming all necessary approvals, go into effect the following summer with the new catalog year.

To protect the coherence of the catalog year, proposals outside this cycle should include a strong justification for their timing, and only in the narrowest of circumstances should a proposal be approved that increases restrictions on students during the catalog year.

II

Action and Information Items

All proposals before the UCC are normally considered action items, except in extraordinary circumstances, such as prior UCC approval.

Course fee changes are not considered by the UCC.

III

Approval Path Leading to UCC Consideration

Normally, the UCC only considers proposals that have been approved by a department and college or by an appropriate academic unit on campus, such as the Library or IPC.

New and substantive graduate program proposals (but not individual courses) should come to the UCC with a recommendation from the Graduate Council.

Existing courses that are converted to an online format do not need to be reconsidered by the UCC (Note: The SACS liaison needs to be notified of any courses that become part of a consortium).

IV

Proposal Guidelines and Format

Proposals to the UCC must be presented by a voting member (or designee) who represents an academic unit on campus. Course proposals must be entered in ICS, and proposal documents posted in the appropriate p-drive folder. Distribution deadlines are listed on the UCC website. The presentation of proposals will follow a standard format, which the chair will make available to the committee. UCC members are encouraged to present logical connections in a single motion for approval. Examples:

- All of one department's items may be presented as a single motion
- Courses with a similar prerequisite change may be presented as a single motion.

All UCC members maintain the right to open discussion on any item under consideration.

V

New Program Proposal Documentation

New program proposals should be presented in the appropriate forms and formats provided on the BOR website. All new programs should include an Annual Program Review and Improvement Report with the first three columns filled out and a curriculum map matching courses and program objectives. These forms are available in the UCC P-drive folder. Additionally, proposals should include a statement of program impact as well as a financial/human resources impact statement. Resource implications will be considered at the Dean/Provost level. Any approval of a new program from the UCC does not include approval for additional financial or human resources.

VI

New Course Documentation

To be considered by the UCC, all new, modified and reactivated course proposals must include a sample syllabus (attached in ICS) that includes the following information:

1. Course title
2. Course description
3. Measurable student outcomes
4. Course requirements
5. Sample textbook or course materials, as appropriate
6. Evaluation (how student coursework adds up to a final grade)

A curriculum map for substantive changes is required. A current curriculum map for all other program changes should be maintained

VII

USG Board of Regents Schedule of Approvals/Notifications for items related to UCC

Academic Degrees and Majors	
Establish New Degree Programs	Board Approval
Establish Cooperative A.A.S. Degrees	Board Approval
Establish External Degree Programs	Board Approval
Establishment of Dual Degrees from Existing Board Approved Programs	Notification – Office of Academic Progra
Establishment of Joint Degrees from Existing Board Approved Programs	Notification – Office of Academic Progra
Degree Program Waivers (Waive the number of credit hours for a degree program)	Board Approval
Credit Hour Waiver for Associate of Arts, Associate of Science, and Associate of Applied Science Programs	System Office Approval Chief Academic Officer & Executive Vic Chancellor
Substantive Redirection/Change of a Major/Degree	Board Approval
Rename Majors	Administrative Approval
Terminate Degree/Major	Board Approval
Temporarily Suspend/Discontinue a Major	Notification to the system office
Institutional Effectiveness Plan	Notification to the system office and subr a plan for the system office file

Academic Degrees and Majors	
Comprehensive Program Review Plan	Administrative Approval – Academic Aff
Program Modification	Board Approval
Minors and Certificates	
Add/Eliminate Tracks/Options/Concentrations/Emphases	Notification – Office of Academic Progra
Establish Minors	Notification to the system office if a major discipline is already present; otherwise, Administrative Approval – Academic Aff
Rename/Eliminate Minors	Notification – Office of Academic Progra
Establish Certificate Programs Less than 20 semester credit hours	Notification – Office of Academic Progra
Establish Certificate Programs 20 or more semester credit hours	Notification – Office of Academic Progra
Establish Certificate Programs Post-baccalaureate	Notification – Office of Academic Progra

Related USG Policy

3.3 Curriculum

Last Update

11-26-2013

Responsible Authorities:

- 1). Faculty Handbook Advisory Committee/Faculty Senate
- 2). Provost Office