TO: The Academic Senate

FROM: The Committee on Instruction and Curriculum

SUBJECT: 14-15 CIC 36: Curricular Review Processes During Semester Conversion

PURPOSE: To recommend procedures for curriculum approval during the semester conversion

ACTION REQUESTED: The Academic Senate pass the policy, effective upon the signature of the President, with the sunset date of transition to the semester calendar (planned for Fall, 2018)

BACKGROUND INFORMATION:
At its meeting on April 6, CIC was presented with a referral from the Semester Conversion Directors (14-15 ASCD 6) regarding the definition of “significant changes”. Academic Programs and Graduate Studies (APGS) provided the Committee with its working definition of the phrase in 2012. The main points of the APGS document regard when courses go through Senate processes (when they meet a graduation requirement, for example). The only definite time that a program modification would go through Senate processes is when another department objected to the modification. The implication of this is clear for semester conversion: every single program has to redo every single course and program requirement. It would seem, then, that, from a practical point of view, every program is undergoing significant changes, but, from a policy point of view, it is not clear that any program would be subject to Senate processes unless either the Associate Vice President APGS directs the program to the Senate or another program objects to the proposal. The below proposal resulted from discussions within the Committee on April 20 and May 4.

By a unanimous vote, CIC recommends the procedure below. The Committee acknowledges that the full Senate is less involved than under normal circumstances. This proposal is not intended to affect CAPR procedures in any way.

PROPOSED POLICY:
During semester conversion the procedure for curricular revisions is as follows:

- All quarter courses will be automatically discontinued when the campus moves to semesters.
• Any quarter-based academic program that is neither converted nor transformed will be automatically discontinued, effective with the beginning of the first Fall semester.
• All semester-based courses will be created using the new course proposal forms (or equivalent electronic methods).
  o Consistent with current policy, these courses will be reviewed by the College curriculum committee(s), the Dean, and APGS. Courses are only subject to Senate processes in the event of unresolved objections or other reasons determined by the Dean or APGS. CIC reviews would be forwarded to the Academic Senate.
  o Courses that require approval for general education and/or graduation requirement credit will be sent to the appropriate CIC subcommittee(s). If the subcommittee approves by 2/3rds or more of the attending members, the approval will be sent as information to CIC and the Academic Senate. If the subcommittee approves by a majority vote, but less than 2/3rds, it will proceed to CIC and the Academic Senate in the usual manner. In cases where 50% or more of the subcommittee votes to reject, the proposal will be considered rejected, as is current practice.
  o For programs that largely convert their curriculum from quarter-based to semester-based courses according to their budget proposal, the changes will not be considered “significant” and are subject only to College curriculum committee, Dean, and APGS review. If there are objections or other issues determined by one of these entities, the program will be referred to the appropriate CIC entity.
  o For programs that transform their curriculum and/or change option names or create new options, the CIC portion of the Senate processes will proceed as follows:
    ▪ The transformed degree program will be referred to a subcommittee of CIC, either the Graduate Programs Subcommittee or the Undergraduate Programs Subcommittee. (CIC will need to create the latter for at least the conversion period.)
    ▪ If 3/4s or more of the subcommittee votes in favor of the modification, it will be placed on a consent calendar in CIC and, if approved by the Committee, will be sent to the Academic Senate as information. If a majority (but less than 3/4s) votes in favor of the modification, it will be sent to CIC. If the proposal does not gain majority approval, it will be returned to the program and must go through the process again after it is modified.
  o For new degree programs (not those resulting from a transformation of an existing program), the usual Senate procedures will apply.