Committee on Instruction and Curriculum Policies and Procedures for Committee Operation

History:
10/22/96: Excom approved unanimously
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PREAMBLE

As authorized by Article XVI, Section 10 of the Bylaws of the University Faculty, these policies and procedures for conduct of its operations shall be established on adoption by the majority vote of the members present of the Committee on Instruction and Curriculum and approval of the Executive Committee of the Academic Senate. The committee is governed first and foremost by the Bylaws. The Bylaws articles regarding committee operation and this committee specifically are included in Appendix A. Some policies below which quote the Bylaws cannot be changed without a vote of the entire faculty.

ARTICLE I
Membership

Section 1:
In accordance with Article XVI, Section 1C of the Bylaws of the University Faculty, the membership of the Instruction and Curriculum Committee shall be:

1) Eight (8) members from the Colleges of the University;
2) One (1) appointee of the President of the University;
3) One (1) representative of the Library;
4) One (1) representative of the Student Services electorate;
5) Two (2) members of the student body of the University (one [1] undergraduate and one [1] graduate); and
6) One (1) non-voting member from University Extension.

Section 2:
When a member of the Committee has been absent (without explanation) from three consecutive regular meetings of the Committee, he/she shall be asked to submit his/her resignation in order that the position may be filled. If he/she refuses to do so, the Committee by a two-thirds vote may declare his/her position vacant and request that the Executive Committee of the Academic Senate initiate procedures to provide his/her replacement.

ARTICLE II
**Committee on Instruction and Curriculum Policies and Procedures for Committee Operation; revised 14-15 CIC 1**

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### Officers

**Section 1:**
Responsibility for the conduct of the affairs of the Committee is vested in its Chair and its Secretary, elected by the new and continuing members. Effective conduct of the affairs of the Committee requires the joint effort of its officers and all members, based upon the principle of full and open communication.

**Section 2:**
The Chair of the Committee shall preside over the meetings of the Committee, and shall be a voting member, exercising the same right to vote on issues before the Committee as all other members of the Committee. The Chair shall be an ex officio, but nonvoting, member of all regular and special subcommittees of the Committee. At the end of each academic year, the Chair shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

**Section 3:**
In the absence of the Committee chair, the Committee shall elect a Chair pro tem for the specific meeting until the return of the Committee chair or the election of a new chair.

**Section 4:**
The Chair of the Committee automatically becomes a member of the Academic Senate.

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### ARTICLE III

**Duties**

**Section 1:**
In accordance with Article XVI, Section 1A of the Bylaws of the University faculty, the duties of the Committee are:

1) To make recommendations to the Academic Senate on graduate and undergraduate curricula;
2) To make recommendations to the Academic Senate on professional curricula, including teacher education;
3) To make recommendations to the Academic Senate on policies relating to academic standards, requirements for granting certificates, teaching credentials, honorary and earned degrees, and honors for scholastic achievement;
4) To make recommendations to the Academic Senate on policies regarding probation, dismissal, and reinstatement of students;
5) To consult on matters relevant to the affairs of the Committee with the Vice President for Academic Affairs or his designee, and to report periodically the nature of this consultation to the Executive Committee;
6) To make recommendations to the Academic Senate on requirements for admission to, continuation in, and completion of graduate and undergraduate programs within the limits of the policies of California State University; and
7) To consult, when appropriate, with other Standing Committees.

**Section 2:**
In accordance with Article XVI, Section 1B of the Bylaws of the University Faculty, the Committee shall recommend as follows:

1) "Curricular proposals as provided in 1993-94 CIC 5, as revised, Proposed Revision of Curricular Procedures, and"
2) "To the Academic Senate any action not specifically mentioned above."
Section 3:
Procedures by which proposals reach the Committee are as follows:

1) Curricular proposals will be handled according to the instructions contained in the most recent version of the Curricular Procedures Manual.
2) Items regarding academic standards or the development of policy which may affect academic programs (and fall under Article XVI, Section 1, Parts A.3, 4., and 6. of the Bylaws of the University Faculty) will be brought to the attention of the Committee by submitting in writing a request to the Chair of the Committee that such item be placed on the agenda.

ARTICLE IV
Meetings

Section 1: Time & Place
The regular meetings of the Committee shall be from 2:00 to 3:50 p.m. on the first and third Mondays of each month during the academic year at a place to be designated by the Chair in consultation with the staff of the Office of the Academic Senate. It may meet on other occasions by the affirmative vote of a majority of the membership.

Section 2: Quorum
Consistent with Article V, Section 5 of the Bylaws of the University Faculty, a simple majority of the members of the Committee elected by the Colleges, or appointed by the Executive Committee as a temporary replacement of an elected member, shall constitute a quorum for the transaction of business at its meetings. A vacant position will not be counted in determining the total number of committee members.

Section 3: Minutes
The minutes of each meeting of the Committee shall be taken by the Secretary and contain the names of members present, members absent, and visitors. Action on motions shall indicate the number of yes votes, no votes, and abstentions. The minutes shall be distributed, in the manner prescribed by the Executive Committee of the Academic Senate.

Section 4: Openness
All meetings shall be open to members of the University community. Visitors shall be allowed to address the Committee with the permission of the Committee chair. Pursuant to Article V, Section 3C of the Bylaws of the University Faculty, urgent matters may be tentatively approved electronically if a majority of voting members approve; such votes shall be documented in the Committee minutes at the next meeting.

Section 5: Order of Business
The order of business at the regular meetings of the Committee shall be as follows:

1) Approval of the Agenda, approval of the minutes, and reports
2) Old Business
3) New Business
4) Adjournment

The order of business may be amended by a majority vote (or consensus) of the Committee members present.
Section 6: Agenda
The agenda for each meeting shall be prepared by the chair in consultation with the Academic Senate Office and the Presidential Appointee. The agenda shall be sent (with necessary pertinent materials) to the members of the Committee and known participating guests at least three working days before the meeting. Any member of the Committee or a subcommittee may add an item to the agenda; he/she must give it to the Chair five working days before the meeting at which the subject is to be discussed. Emergency items may be added by a majority vote of Committee members present.

Section 7: Curriculum and Program Consideration
In accordance with Article III, Section 2 of these procedures, the Committee makes recommendations regarding curricular proposals. Procedures for processing of such requests shall be as follows:

1) The "Curricular Procedures Manual" should be used as a guide in preparation of written documents and in routing of proposals.
2) Proposals will be received by the Committee from the Office of the Academic Senate when they have received all necessary prior reviews.
3) Department and College representatives will be invited to CIC meetings when committee members have a concern about a proposal. Department chairs and College deans will be invited by the Academic Senate Office when proposals are held over for department/college presentation.

Section 8: Evaluation Criteria, Committee Course of Action and Recommendation

1) Criteria To Be Utilized: When all the appropriate documents have been assembled, the Committee on Instruction and Curriculum shall evaluate each "Request for Approval of a New Program" according to the following criteria:
   a. Relation to the mission of the University
   b. Needs of the students
   c. Strength of program design and curricular development
   d. Active consultation with affected departments/units

2) The Committee's Courses of Action: After opportunity for full discussion at one or more regularly scheduled meetings, the Committee will vote on each motion with the following options:
   a. Approved as submitted, (or with minor modifications);
   b. Approved as amended, with concurrence of appropriate department or college representative; or
   c. Approved but with recommendation for postponement of implementation; or
   d. Not approved but with recommendation for resubmittal at a later time; or
   e. Not approved.

3) Voting: Voting shall be by voice; however, a show of hands may be requested by the Secretary for recording purposes or by any member to confirm a vote. A request for a vote by secret ballot shall be approved by majority vote of Committee members present.

ARTICLE V
Subcommittees

Section 1
All members of the Committee are expected to assist in the conduct of the affairs of the Committee by full and effective participation as members of the subcommittees.
Section 2: Regular Subcommittees
Regular subcommittees are those deemed necessary to study and make recommendations to the
parent committee on matters which are the responsibility of the Committee on Instruction and
Curriculum and which require continual study from year to year. These committees shall be
maintained on a continuing basis. **Subcommittee terms are 1 year, except as noted.**

Regular subcommittees (and membership specifications) of the Committee on Instruction and
Curriculum are:

- **Subcommittee on General Education (to include issues of Lifelong Understanding)**
  Membership: 2 CLASS, 2 CBE, 2 CSCI, 2 CEAS, Library, Director of Testing and
  Assessment, Director of Academic Advising and Career Education, General Education
  Director; at least one member must also be a member of CIC; in nominating members of this
  subcommittee, CIC should consider the desirability of representation from the three major
  areas of General Education (Humanities, Social Sciences and Science)
  Responsibilities: The CIC General Education Subcommittee (GES) reviews issues pertaining
  to the General Education program, policies, procedures, and curriculum. They also evaluate
  student appeals concerning GE requirements. These issues may be referred to the
  Subcommittee from CIC. Meeting time is 2-4p on the second and fourth Mondays of the
  month.

- **Subcommittee on Critical Thinking G.E. Requirement**
  Membership: 2 Philosophy, 2 outside CLASS, Presidential Appointee; at least one member
  must also be a member of CIC
  Responsibilities: The CIC Critical Thinking Subcommittee (CTS) reviews issues
  pertaining to the Critical Thinking GE requirement. These issues may be referred to the
  Subcommittee from CIC.

- **Subcommittee on Cultural Groups/Women Requirement**
  Membership: 1 Ethnic Studies, 1 Women's Studies, 1 CLASS outside Ethnic Studies and
  Women’s Studies, 1 CBE, 1 CSCI, 1 CEAS, Presidential Appointee; at least one member
  must also be a member of CIC
  Responsibilities: The CIC Cultural Groups and Women Subcommittee (CGWS) reviews
  issues pertaining to courses taught by faculty that provide students with an introduction to
  the research, literature, and methodologies of the disciplines of ethnic studies and
  gender/women's studies within historical, cultural, social, and economic perspectives, as
  outlined by the learning outcomes in order to achieve a comprehensive understanding of
  the contributions to U.S. society made by cultural groups (African Americans, Asian
  Americans, Latino/a Americans, Native Americans), women, and gays/lesbians (hereafter
  "groups"). These issues may be referred to the Subcommittee from CIC.

- **Subcommittee on Writing Skills** (2 year term, see 12-13 CIC 4)
  Membership: Director of Composition, Director of the Student Center for Academic
  Achievement, Director of the Testing Office, Director of the Teaching English as a Second
  Language (TESOL) Option, Associate Vice President of Academic Programs and Graduate
  Studies, 1 CLASS outside ENGL, 1 CBE, 1 CSCI, 1 CEAS; at least one member must also be
  a member of CIC. Though members are subject to annual appointment by the Chair, in
  consultation with the whole Committee and subject to the approval of the Executive
  Committee, the expectation will be that each member will normally serve for 2 years.
  Responsibilities: The CIC Writing Skills Subcommittee (WSS) reviews issues pertaining

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to the Writing Skills Requirement and associated policies, procedures, and curriculum. These issues may be referred to the Subcommittee from CIC.

- **Subcommittee on Graduate Programs** (2 year term)
  Membership: 2 Graduate Advisors from each college, Planning and Enrollment Management, Associate Vice President of Academic Programs and Graduate Studies.
  Responsibilities: The CIC Graduate Programs Subcommittee (GPS) reviews issues pertaining to CSUEB graduate programs, policies, procedures, requirements and curriculum. These issues may be referred to the Subcommittee from CIC or from the Graduate Advisory Council.

- **Subcommittee on Technology and Instruction**
  Membership: 1 CLASS, 1 CBE, 1 CSCI, 1 CEAS, Library, Director of Online and Hybrid Support Center; at least one member must also be a member of CIC
  Responsibilities: The CIC Technology and Instruction Subcommittee (TIS) reviews issues pertaining to CSUEB academic technology and online/hybrid instructional programs, policies, procedures, requirements, and curriculum. These issues may be referred to the Subcommittee from CIC.

- **Subcommittee on Affordable Learning Solutions (ALS)**
  Membership: One faculty representative of each College and the Library, one of which needs to be member of CIC, and one student representative from ASI. In addition, one representative each from Accessibility Services, the Bookstore, Duplicating Services, and Information Technology, but these members do not count for quorum.
  Responsibilities: The CIC Affordable Learning Solutions (ALS) Subcommittee reviews issues pertaining to the financial cost to students of required academic materials including, but not limited to, textbooks and course reader packs. They are also concerned with the availability of public domain sources of information for educational purposes.

**Section 3**
The Chair of the Committee shall appoint the members of regular subcommittees annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate. At least one member of each subcommittee shall be an elected member of the Committee; other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view to their special acquaintance with the subjects within the purview of the subcommittee.

**Section 4: Operation of Subcommittees**
Subcommittees of the CIC shall, prior to each meeting of the subcommittee, notify all the members of the availability of the agenda and relevant materials. Each subcommittee shall write and approve minutes of all of its actions. Minutes shall be taken of each meeting containing, among other things, the names of members present, members absent, and visitors. Action on motions shall indicate the number of yes votes, no votes, and abstentions. All faculty members whose materials are being reviewed by a subcommittee shall be invited to the meeting and shall be informed of the subcommittee’s decision in a timely manner.
Section 5: Special Subcommittees
Ad Hoc subcommittees may be established to study and make recommendations to the parent committee on matters which are referred to the subcommittee. In consultation with the Committee, the Chair may establish special subcommittees; and he/she may, with the approval of the Executive Committee, appoint persons who are not members of the Committee. Special subcommittees shall go out of existence at the end of the academic year.

ARTICLE VI
Amendment and Suspension of These Policies and Procedures

Section 1
The Committee shall take final action on proposed amendments, or on proposed new policies and procedures, or on repeal of these policies and procedures only at its regular meetings.

Section 2
Policies and procedures may be amended, or repealed in whole or part, if approved by a two-thirds vote of all the voting members of the Committee present, and by a majority vote of the Executive Committee of the Academic Senate.

Section 3
All modifications of existing policies and procedures, and all newly-enacted policies and procedures shall become effective upon approval by the Executive Committee of the Academic Senate unless a later date has been explicitly stated and accepted.

Section 4
The policies and procedures for the Committee shall be renewed or amended by the Committee at the first meeting of the academic year and shall be designated as “CIC 1” for the academic year. Furthermore, the policies and procedures shall be posted on the Committee’s “home page.”

ARTICLE VII
Parliamentary Authority

Questions of order not covered by these Policies and Procedures shall be covered by those practiced by the Executive Committee of the Academic Senate.
APPENDIX A
Excerpts From The Bylaws of the CSUEB Faculty

ARTICLE XVI
THE COMMITTEE SYSTEM

SECTION 1: Representation of Colleges on Standing Committees

In the Winter Quarter of each year the Executive Committee shall allocate to each College Faculty the number of representatives on each Standing Committee of the University Faculty to which it is entitled. The allocation shall be proportional to the number of regular members in the College Faculties; except that each College shall have at least one representative on each Standing Committee.

SECTION 2: Election of College Representatives to Standing Committees

Concurrently with the election of College representatives to the Academic Senate (Article VII, Section 3) each College shall elect the number of representatives on each Standing Committee to which it is entitled; the Division of Libraries shall elect its representatives to the Committees on Instruction and Curriculum, Academic Planning and Review, Budget and Resource Allocation, and Research. Faculty members of Standing Committees shall be regular members of the University Faculty.

SECTION 3: Election of Student Services Representatives to Standing Committees

Concurrently with the election of the Student Services electorate representatives to the Academic Senate (Article X, Section 2), the Student Services electorate shall elect one representative to the Committee on Academic Planning and Review and one representative to the Committee on Instruction and Curriculum.

SECTION 4: Presidential Appointees

Before the end of the Spring Quarter, the President shall appoint one administrator or faculty member to each committee, except the Committee on Budget and Resource Allocation, where two representatives are to be appointed.

SECTION 5: Terms of Office

A. For Student Members of Standing Committees: Student members shall be selected for one-year terms. A student member may serve no more than two terms of one year each. A student appointed to serve out the unexpired term of another shall be eligible for two additional terms.

B. For Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.

C. For Faculty and Student Services Members of Standing Committees Other than COBRA: Faculty members and Student Services members shall be elected for two-year overlapping terms. Such members may serve consecutive terms, but having served two terms, shall not be eligible to serve again on the same
committee within a year. Such a member elected or appointed to serve out the unexpired term of another shall be eligible for election to two terms of his/her own, provided that no person shall serve more than five consecutive years.

D. For Faculty Members on the Committee on Budget and Resource Allocation (COBRA): Faculty members shall be elected for two-year overlapping terms. There is no term limitation for service on COBRA.

E. Balance of Alternation: When necessary and notwithstanding provisions in Parts 3 and 4 of this Section, the Executive Committee shall provide for a balance of alternation on committees by apportioning one-, and two-year terms among the Colleges.

SECTION 6: Restriction on Committee Memberships

No person shall be a candidate for more than one Standing Committee; no elected faculty, Student Services or student member shall serve on more than one committee.

SECTION 7: Vacancies

When a vacancy occurs on a committee it shall be filled for the period of absence in the following ways:

A. A presidential appointee: The Executive Committee shall request the President to appoint a replacement;

B. A faculty member: For an absence of more than one quarter, the Executive Committee shall request the College or Division Faculty to provide a replacement. For an absence of one quarter or less, the Executive Committee shall appoint a replacement member from the appropriate College or Division;

C. A Student Services member: The Executive Committee shall request the Vice President of Student Services to provide for the selection of a qualified replacement by a method to be determined by the Student Services electorate;

D. A student member: The Executive Committee shall request the President of the Associated Students to provide for the selection of a qualified student replacement by a method to be determined by the Associated Student Body President and Council.

SECTION 8: Termination of Membership

A. The Executive Committee may terminate the service of any member of committee or subcommittee whose continuance is deemed by a majority of the entire membership of the committee to interfere with the orderly conduct of business.

B. Ordinarily, any member of a committee or subcommittee who is absent three (3) times in a quarter shall be terminated from service on the committee or subcommittee. The committee chair shall confer with such a member concerning his/her resignation and report the circumstances to the Executive Committee.

SECTION 9: Responsibilities of the Chair

A. Each committee shall elect a Chair from among the elected regular faculty representatives whose principal function shall be to organize the business of the
committee and to preside at its meetings. The Chair of each committee shall be a voting member, representing his/her committee in the Academic Senate. The Chairs shall be elected regular faculty members and shall serve a one-year term, with encouragement to the COBRA Chair to serve more than one year.

B. At the end of each academic year, the Chair shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

SECTION 10: Committee Procedures

Each committee shall, with the approval of the Executive Committee, establish procedures for the conduct of its business. Only the Committees on Faculty Affairs and Research and their subcommittees may establish procedures containing provisions for closed meetings.

SECTION 11: Regular Subcommittees

With the consent of the Executive Committee any committee may establish regular subcommittees. These shall report to the committee. The Chair shall appoint the members of subcommittees annually, in consultation with the whole committee and subject to the approval of the Executive Committee. At least one member of each subcommittee shall be an elected faculty member of the committee, with the exception of the Graduate Programs Subcommittee of CIC, on which the Presidential Appointee to CIC may serve rather than an elected faculty member; other members may be drawn from any segment of the University community, except that only faculty members may serve on subcommittees that deal with faculty personnel matters. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

SECTION 12: Special Subcommittees

A. In consultation with the committee, the Chair may establish special subcommittees; and he/she may, with the approval of the Executive Committee, appoint persons who are not members of the committee.

B. Special subcommittees shall go out of existence at the end of the academic year.

SECTION 13: Committee Reports

The Chair of each committee shall transmit its recommendations and shall report the results of its consultation to the Executive Committee in the form and manner prescribed by the Standing Rules of the Academic Senate. In those instances in which a committee is authorized to report directly to the President, when recommending a policy matter, the report shall first be placed on the agenda of the Senate, as provided for in the Standing Rules. When recommending specific personnel actions, the report need not be so placed on the agenda.

ARTICLE XVII
THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY

SECTION 1: Committee on Instruction and Curriculum (CIC)
A. **Duties of the Committee:**

1) To make recommendations to the Academic Senate on graduate and undergraduate curriculum;

2) To make recommendations to the Academic Senate on professional curricula, including teacher education;

3) To make recommendations to the Academic Senate on policies relating to academic standards, requirements for granting certificates, teaching credentials, honorary and earned degrees, and honors for scholastic achievement;

4) To make recommendations to the Academic Senate on policies regarding probation, dismissal, and reinstatement of students;

5) To consult on matters relevant to the affairs of the Committee with the Vice President for Academic Affairs or his/her designee, and to report periodically the nature of this consultation to the Executive Committee;

6) To make recommendations to the Academic Senate on requirements for admission to, continuation in, and completion of graduate and undergraduate programs within the limits of the policies of California State University; and

7) To consult, when appropriate, with other Standing Committees.

**Special Procedures for Recommendation**

B. **The Committee on Instruction and Curriculum shall recommend as follows:**

1) Curricular change proposals as provided in the Procedures for Faculty Review of Curricular Change Proposals; and

2) To the Academic Senate any action not specifically mentioned above.

**Membership**

C. **The Membership of the Committee on Instruction and Curriculum shall be:**

1) Eight (8) members from the Colleges of the University;

2) One (1) appointee of the President of the University;

3) One (1) representative of the Library;

4) One (1) representative of the Student Services Professional electorate;

5) Two (2) members of the student body of the University, one (1) undergraduate and one (1) graduate; and

6) One (1) non-voting representative of University Extension.