Policies and Procedures For Committee Operation

Committee on Instruction and Curriculum

Preamble
As authorized by Article XV, 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. Policies below which quote the Bylaws are highlighted, to point out that these sections 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 the Extension Division.

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. 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.
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:
7) "Curricular proposals as provided in 1993-94 CIC 5, as revised, Proposed Revision of Curricular Procedures, and
8) "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
A simple majority of the members of the Committee 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.

Section 5. Order of Business
The order of business at the regular meetings of the Committee shall be as follows:
   a) Approval of the Agenda, approval of the minutes, and reports
   b) Old Business
   c) New Business
   d) 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. This procedure may be modified to allow consideration of a proposal at an earlier date by a 2/3 vote of Committee members present.
3) Department and school representatives will only be invited to CIC meetings when committee members have a concern about a proposal. Department chairs and School deans will be invited by the Academic Senate Office when proposals are held over for department/school 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 or Course" according to the following criteria:
   - Relation to the mission of the University
   - Needs of the students
   - Strength of program design and curricular development
   - 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 school 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)
2 CLASS, 2 CBE, 2 CSCI, 2 CEAS, Library, AVP of Planning and Institutional Research, (Associate) Director of the University Advisement Center, 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)

Subcommittee on Critical Thinking G.E. Requirement
2 Philosophy, 2 outside CLASS, Presidential Appointee; at least one member must also be a member of CIC

Subcommittee on Cultural Groups/Women G.E. Requirement
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

Subcommittee on Writing Skills
Director of Composition, Director of the Student Center for Academic Achievement, Director of the Testing Office,
Subcommittee on Basic Skills Requirements Appeals (3 year term)
At least 5 CLASS, 5 CBE, 5 CEAS, 5 CSCI

Subcommittee on Graduate Programs (2 year term)
2 Graduate Advisors from each College, Planning and Enrollment Management, Associate Vice President of Academic Programs and Graduate Studies; at least one member must also be a member of CIC

Subcommittee on Technology and Instruction
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

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, 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.

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.

--Approved unanimously by the Executive Committee of the Academic Senate in its meeting of October 22, 1996
revised 05-06 CIC 5
revised 06-07 CIC 4
revised 07-08 CIC 16
revised 08-09 CIC 1
ARTICLE XV
THE COMMITTEE SYSTEM

27. SECTION 1 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.

28. SECTION 2 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.

29. SECTION 3 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.

30. SECTION 4 Before the end of the Spring Quarter, the President shall appoint one administrator or faculty member to each committee, except COBRA where two representatives are to be appointed.

31. SECTION 5 Student members shall be selected for one-year terms; faculty members and Student Services members shall be elected for two year, overlapping terms, except faculty on COBRA, which has a term of four years, and as provided below; and presidential appointees shall be appointed for one-year terms. In the first election conducted under these Bylaws, and when necessary thereafter, the Executive Committee shall provide for a balance of alternation on committees by apportioning one- and two-and four-year terms among the Colleges. All members may serve consecutive terms, but a faculty member, or a Student Services member having served two two-year terms, shall not be eligible to serve again on the same committee within a year, except on COBRA which has no term limitation. A faculty member or a Student Services 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 no person shall serve more than five consecutive years, except on COBRA. 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.

32. SECTION 6 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. Academic Senators of The California State University shall not serve on committees of the University Faculty.
30. SECTION 7  When a vacancy occurs on a committee it shall be filled for the period of
abscence in the following ways:
31. Vacancies
32. 1. A presidential appointee: The Executive Committee shall request the
33. President to appoint a replacement;
34. 2. A faculty member: For an absence of more than one quarter, the
35. Executive Committee shall request the College or Division Faculty to
36. provide a replacement. For an absence of one quarter or less, the
37. Executive Committee shall appoint a replacement member from the
38. appropriate College or Division; and
39. 3. A Student Services member: The Executive Committee shall request the
40. Vice President of Student Services to provide for the selection of a
41. qualified replacement by a method to be determined by the Student
42. Services electorate.
43. 4. A student member: The Executive Committee shall request the President
44. of the Associated Students to provide for the selection of a qualified
45. student replacement by a method to be determined by the Associated
46. Student Body President and Council.

1. SECTION 8  The Executive Committee may terminate the service of any member of a
2. Termination
3. of Member-
4. ship
5. SECTION 9  1. Each committee shall elect a Chair whose principal function shall be to
6. Responsi-
7. bilities of the chair
8. The Chair of each committee shall be a voting member, exercising the
9. the committee. The Chair of the Committee on Budget and Resource
10. Allocation shall be an elected member and shall serve a two-year term,
11. while the term of all other standing committee chairs shall be one year.
12. 2. At the end of each academic year, the Chair shall report to the Academic
13. Senate concerning actions taken during the year and any unfinished
14. business.

14. SECTION 10  Each committee shall, with the approval of the Executive Committee,
15. Committee establish procedures for the conduct of its business. Only the Committees on
16. Procedures Faculty Affairs and Research and their subcommittees may establish
17. procedures containing provisions for closed meetings.
18. SECTION 11  With the consent of the Executive Committee any committee may establish
19. Regular Sub-
20. committees  regular subcommittees. These shall report to the committee. The Chair
21. shall appoint the members of subcommittees annually, in consultation
22. with the whole committee and subject to the approval of the Executive
23. Committee. At least one member of each subcommittee shall be an elected
24. faculty member of the committee, other members may be drawn from any
25. segment of the University community, except that only faculty members may
26. serve on subcommittees that deal with faculty personnel matters. Members of
27. subcommittees shall be chosen with a view of their special acquaintance with
28. the subjects within the purview of the subcommittee.

28. SECTION 12  1. In consultation with the committee, the Chair may establish special
29. Special subcommittees; and he/she may, with the approval of the Executive
30. Sub-
31. committees  Committee, appoint persons who are not members of the committee.
32. 2. Special subcommittees shall go out of existence at the end of the academic
33. year.
33. SECTION 13  The Chair of each committee shall transmit its recommendations and shall 
34. Committee report the results of its consultation to the Executive Committee in the form 
35. Reports and manner prescribed by the Standing Rules of the Academic Senate. In 
36. those instances in which a committee is authorized to report directly to the 
37. President, when recommending a policy matter, the report shall first be 
38. placed on the agenda of the Senate, as provided for in the Standing Rules. 
39. When recommending specific personnel actions, the report need not be so 
40. placed on the agenda.

ARTICLE XVI
THE COMMITTEES OF THE UNIVERSITY FACULTY

1. SECTION 1  COMMITTEE ON INSTRUCTION AND CURRICULUM
2. Instruction 
3. and  A. Duties of the Committee:
4. Curriculum 1. To make recommendations to the Academic Senate on graduate and 
5.  undergraduate curriculum;
6. 2. To make recommendations to the Academic Senate on professional 
7. curricula, including teacher education;
8. 3. To make recommendations to the Academic Senate on policies relating 
9. to academic standards, requirements for granting certificates, teaching 
10. credentials, honorary and earned degrees, and honors for scholastic 
11. achievement;
12. 4. To make recommendations to the Academic Senate on policies 
13. regarding probation, dismissal, and reinstatement of students;
14. 5. To consult on matters relevant to the affairs of the Committee with the 
15. Vice President for Academic Affairs or his/her designee, and to report 
16. periodically the nature of this consultation to the Executive 
17. Committee;
18. 6. To make recommendations to the Academic Senate on requirements 
19. for admission to, continuation in, and completion of graduate and 
20. undergraduate programs within the limits of the policies of California 
21. State University; and
22. 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 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 the Division of Extended 
Education.