

CALIFORNIA STATE UNIVERSITY, EAST BAY  
COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES

*CLASS CURRICULUM COMMITTEE  
POLICIES & PROCEDURES*

**A. DEFINITION**

The CLASS Curriculum Committee (hereafter “committee”) is a standing committee of the CLASS Council (hereafter “council”).

**B. MEMBERSHIP AND OPERATION**

The committee’s membership and operation shall be as follows:

1. The committee shall be comprised of six (6) members: the CLASS associate dean and one (1) probationary or tenured faculty member each from the School of Arts and Media, the School of Global Humanities and Cultural Studies, Interdisciplinary Programs (HDEV, INTS), Professional Programs (CRJ, CSD, PUAD, SW), and the Social Sciences (ANTH, GEOG, ENVT, SOC, POSC) as selected by each group’s department and/or program chairs.
2. Each faculty member shall have one vote; the associate dean shall not vote.
3. A majority of the voting members of the curriculum committee shall constitute a quorum. The committee shall approve or deny all actions by majority vote of all the voting members present at the meeting.
4. The voting members shall elect a chair (hereafter “committee chair”) whose responsibilities shall be to lead the committee’s meetings; and to maintain communications among the proposing program chairs, the council, the associate dean, the committee, and the CLASS Curriculum Coordinator (hereafter “curriculum coordinator”).
5. The curriculum coordinator will take action minutes of the committee’s deliberations. If the curriculum coordinator is absent from the meeting, the committee chair takes the action minutes. The curriculum coordinator will circulate the committee’s agendas and minutes through [classchrs@lists.csueastbay.edu](mailto:classchrs@lists.csueastbay.edu) and CLASS Curriculum Committee’s website on behalf of the committee chair.
6. All email communication to the council shall go through [classchrs@lists.csueastbay.edu](mailto:classchrs@lists.csueastbay.edu)
7. The committee may request additional materials and/or revisions from the department or program chairs if needed.

### **C. FUNCTIONS AND RESPONSIBILITIES OF THE CURRICULUM COMMITTEE**

The functions and responsibilities of the CLASS Curriculum Committee are:

1. Making recommendations to improve the quality of submitted proposals for university approvals;
2. Ensuring that all curriculum proposals adhere to the University curricular policies and regulations, and to [CSU's Course Classification System and Faculty Workload Formula](#);
3. Coordinating with CLASS Council of Chairs via *Curriculog* to avoid unnecessary overlapping of courses and programs.

### **D. SUBMISSION, REVIEW, CIRCULATION, AND APPROVAL OF REQUESTS**

The procedure for approval of requests shall be carried out in the following order:

1. The deadlines specified in this section are designed to allow the curriculum committee and the college council adequate time to review the materials and raise concerns. The review periods were designed for the shortest possible time length, to allow maximal operational efficiency; therefore, all the following deadlines are FIRM. All proposals submitted after the deadlines will be prepared for the following meeting. Proposals submitted late for the last meeting of a given semester will be reviewed at the start of the following semester or academic year, which ever applies. So please plan ahead accordingly.
2. The department or program chair completes the relevant course or program request forms *in Curriculog*.
3. The department or program chair forwards the request in *Curriculog* to the associate dean, for initial review. The submission should be made at least 10 calendar days before the scheduled committee meeting, except for new program proposals, which should be submitted within 20 calendar days before the scheduled meeting. The curriculum coordinator works with the program chair to ensure the proposal's readability and accuracy. The associate dean, in consultation with the program, judges whether consultation outside the college is needed. If necessary, the program chair forwards the proposal to the appropriate program in CLASS or another college.
4. Once the process of initial review is complete, the curriculum coordinator posts the proposals on the CLASS Curriculum Committee's website, and

notifies the CLASS Council by email. The website posting and email notification will be made at least 7 calendar days before the scheduled committee meeting.

5. The curriculum coordinator prepares the meeting agenda in *Curriculog* and sends a link to the committee chair for preliminary approval. Once the committee chair approves the agenda, the curriculum coordinator emails the agenda to the Council and the Curriculum Committee and posts it on the CLASS curriculum committee website, at least 7 calendar days before each committee meeting. At any time during these 7 calendar days, any council member may request review of an item by the council as-a-whole. The council member should email a formal request to the associate dean, with a very brief explanation of the concern in question. The associate dean will inform the committee chair to suspend the proposals in question until after the council reviews them. Any council member may also make such a request in person at the committee meeting, which will be the last time to make such requests.
6. Committee members and guests should bring their own electronic devices to the meeting for viewing the proposals.
7. If the request is opposed by other departments at the committee meeting, the members will seek consensus among affected departments. If consensus is not possible, a vote is to be postponed until the next committee meeting to allow time for resolution of differences or attendance of chairs from affected departments or programs.
8. *Small* revisions called for by the committee are completed in *Curriculog* by the curriculum coordinator, the proposing department, or program chair and reviewed by the associate dean; *major* revisions are reviewed for a second time by the committee.
9. The curriculum committee coordinator emails the draft of the action minutes to the committee chair within 1 calendar day of the committee meeting. After reviewing the draft minutes for accuracy, the committee chair emails the action minutes to the committee members for email approval.
10. The committee chair, within 2 calendar days of the committee meeting, emails approved action minutes to curriculum coordinator, who forwards them to the council and posts the minutes to the CLASS Curriculum Committee website. The curriculum coordinator and committee chair will also forward the approved proposals in *Curriculog* to the Dean
11. Once the Dean has indicated approval of the proposals in *Curriculog*, the curriculum coordinator prints a hard copy of the approved request forms for CLASS files.
12. The curriculum coordinator will keep files in CLASS Office of all paperwork passing to and from the committee regarding course and program requests for five years.

## E. ANNUAL DEADLINE

All proposals must be submitted to the curriculum committee according to the deadlines specified in D-1 and D-3 of this document. Proposals submitted after the deadline for the last meeting of the academic year in the spring semester will be placed on the agenda of the first meeting of the following academic year in the fall semester. Please check the [CLASS Curriculum Committee's](#) website for scheduled curriculum committee meetings each semester.

## F. EFFECTIVE DATES

1. Requested “Effective Date” for *new course proposals* may be for any future semester, as long as the request is approved by the committee **and** received by Academic Programs no later than the semester deadline (see CLASS website for deadlines).
2. Requested “Effective Date” for *course banking requests* may be for any semester, including the current semester: upon receipt of the approved request, Academic Programs and Services will close the course out of the department course inventory, effective as of the requested date.
3. Requested “Effective Dates”
  - *Degree program revisions* (requiring [Chancellor Office Approval](#)) and *discontinued degree and non-degree programs* must be approved by Academic Senate and submitted to Academic Programs and Services by April 1<sup>st</sup> of the previous calendar year (1 ½ year in advance of effective catalog). Please see the [Academic State](#) website for meeting days and times.
  - *Program revisions* (not requiring Chancellor Office approval), which includes *new, discontinued and revised courses* (both GE/GR and non-GE/GR), *additions of prerequisites, and/or online/hybrid designations* (GE/GR and non-GE/GR) must be submitted to Academic Programs and Services by October 15<sup>th</sup> (8 months in advance of effective catalog).
  - *New, revised, and discontinued non-GE/GR and discontinued GE/GR courses* must be submitted to Academic Programs and Services by March 1<sup>st</sup> (4 months in advance of effective catalog). Revisions include but are not limited to:
    - Court title/Abbreviated Title Changes
    - Course description
    - Grading method
    - Repeatable for credit
    - Prerequisite removal changes
    - (Un)cross-listings

4. Effective dates for new majors depend on date of addition to the CSU Master Plan.

## **G. JUSTIFICATIONS FOR NEW COURSES OR COURSE MODIFICATIONS**

On the *Curriculog* “New Course Proposal” form, the listing for “Resource Implications” should include the course’s place within program and/or major, course demand, and program development. If the course is to be submitted for G.E. credit, information should include justification for G.E. Please see the [Curriculum Committee website](#) (CIC) for meeting days and times.

## **H. GENERAL EDUCATION REQUESTS AND MODIFICATIONS**

1. In keeping with Academic Senate policy, G.E. course requests are NOT reviewed by the committee, although in most cases the committee will be aware of the requests through the G.E. section on the request forms.
2. After approval of the request by the committee or council, G.E. requests are reviewed by the appropriate subcommittees of CIC, by CIC itself, and by the Academic Senate. G.E. application requests must be submitted directly to the General Education Office.
3. Every three years during the regular rotation of clusters, the committee may play a role in G.E. by encouraging CLASS programs to develop new clusters in the humanities and the social sciences.

## **I. APPROVAL AND AMENDING OF POLICIES AND PROCEDURES**

This document will be submitted for approval to the CLASS Council. Any modifications of the document will be proposed by the CLASS Curriculum Committee and submitted for approval to the CLASS Council.

Approved: ALSS Council, Winter 2005  
Amended: CLASS Council, Fall 2005  
Amended: CLASS Council, Spring 2011  
Amended CLASS Council Spring 2017  
Amended CLASS Council, Fall 2018