



Academic Affairs Directive 2014-03	Issue Date: November 1, 2014
Subject: Guidelines for Curricular Approvals	Effective date: November 1, 2014
Approved: James LJ Houpis, Provost	
Division: Academic Affairs	
Contact: Provost Office	

AUTHORITY

[2008-09 CIC 31](#)

POLICY

All curricular changes are reviewed and approved by the Associate Vice President, Academic Programs and Graduate Studies.

PROCEDURES

As outlined in the [Curricular Procedures Manual](#) (CPM), which was approved by the Committee on Instruction and Curriculum (CIC) (see 2008-09 CIC 31) and acknowledged by the Academic Senate on [May 5, 2009](#), all curricular changes, including new proposals, changes to current courses or programs, and deletions, are submitted to the Curriculum Coordinator in Academic Programs and Graduate Studies for review and approval by the Associate Vice President, Academic Programs and Graduate Studies.

The [flowcharts](#) in the CPM indicate each step in the process. These flowcharts were discussed and approved by members of the 2010-11 CIC (see minutes of [January 10, 2011](#) and [March 7, 2011](#)), as appropriately representing the policies previously adopted by the Academic Senate.

Addendum 1:
Summary of Most Recent
Curricular Procedures Approvals

New Policy on Self-support Programs	12-13 CIC 13	President approval 6/27/2013
		Senate approval 6/4/2013
Modification of New Course Request Form	2010-11 CIC 14	Senate acceptance 5/17/2011
		Senate minutes not available
Flowcharts	Discussion	3/7/2011 CIC Minutes
	Discussion	1/10/2011 CIC Minutes
Approval Process for New Degree Programs	2009-10 CIC 20	Senate acceptance 5/27/2010
		Senate minutes 5/18/2010
Curricular Procedures Manual	2008-09 CIC 31	Senate acknowledgment 5/6/2009
		Senate minutes 5/6/2009

12-13 CIC 13 states that:

Any proposals for self-support programs must follow standard program approval processes **including approval** by the department, college curriculum committee, Dean, and **Academic Programs and Graduate Studies**, as well as Division of Continuing and International Education, prior to going to the Senate committees.

This is a clear indication that approval from APGS is required in the standard approval process.

10-11 CIC 14 states that:

- 7) University Curriculum Coordinator forwards proposed curriculum request to the Associate Vice President of APGS for review.
- 8) University Curriculum Coordinator forwards the final, approved copy to the College Curriculum Coordinator.

Again, clear indication that AVP of APGS is again expected to review and approve.

There was discussion of the proposed **Flowcharts** at CIC meetings on January 10, 2011 and March 7, 2011.

09-10 CIC 20 states that:

The following charts the sequence of review/ approval for new Degree Programs:

Step 1: Initial Proposal Without Curricular Details (see appendix A for required information):

- 1) College Curriculum Committee
- 2) Academic Programs and Graduate Studies
- 3) Committee on Academic Planning and Resources (to be put on the Academic Plan)
- 4) Academic Senate
- 5) Chancellor's Office (for approval of addition to Academic Plan)

Step 2: Full Proposal Including Curricular Details (using the C.O. form currently in use):

- 6) College Curriculum Committee
- 7) Academic Programs and Graduate Studies
- 8) Committee on Instruction and Curriculum
- 9) Academic Senate
- 10) Chancellor's Office (for approval of the curriculum)

APGS is mentioned in Step 1, #2 and Step 2, #7 as part of the review/approval sequence.

08-09 CIC 31 presents the new on-line Curricular Procedures Manual, which was acknowledged by the Academic Senate on May 6, 2009. This document states that the CPM conforms to the original CPM developed and approved by the Academic Senate in Fall 1993, revised in October 1999, and that it:

supercedes both previous versions and contains no policy changes that have not already been approved by the Senate from 1999 to now.

There are numerous references to review of all curricular changes to be made by the AVP of APGS.

DRAFT

Addendum 2:

Approvals Process for All New Degree Programs

(both state-side and self-support programs)

