



Policy Number:	AS 01-001
Policy Administrator:	Faculty Senate
Policy Initiator:	Faculty Senate Executive Committee
Authority:	Faculty Senate
Effective Date:	November, 2009
Revised Date:	February, 2024
Approved AS Chair:	Chair, Elizabeth McNie
Approval Signature	
Approved:	
Approval Signature:	

Curriculum Committee Policy

CONTENTS:

Section I - Committee Functions

- A Curriculum Modifications
- B New Degree Programs
- C Archival, Curriculum
- D Archival, Program Review Documentation

Section II -Membership, Voting & Meetings

- A Membership
- B Voting
- C Meetings

Section III -Policies and Procedures

- A General Remarks and Definitions
- B Informal Changes to Existing Curriculum
- C Standard Changes to Existing Curriculum
- D Programmatic Changes to Existing Curriculum
- E Graduate Writing Assessment Requirement
- F Developing New Programs and Degrees

Section IV -Appendix

- A Curriculum Change Request Forms
- B Department Chair Questionnaire
- C Timeline
- D Worksheets/Checklist
- E Glossary of Terms
- F Degree Proposal and Approval Flow Chart
- G Program/Signature/Checklist Routing Form
- H Proposing New Degree Programs Form

SECTION I - COMMITTEE FUNCTIONS

The purpose of the Curriculum Committee is to review and evaluate curriculum based on principles of pedagogical effectiveness, the mission of the university, and the needs of our students. Our work is part of campus-wide efforts to ensure continuous renewal and quality of our programs.

The Curriculum Committee of the Faculty Senate of the CSU Maritime Academy serves six (6) primary functions:

- A. The Committee functions as the institutionally designated vehicle-of-change for all modifications to the curriculum.
- B. The Committee functions as an institutional advisory presence for the creation and development of all new majors, undergraduate and graduate degree programs, minors, and certificates.
- C. The Committee functions as an institutionally-designated body to review and approve university-wide academic programs, e.g. first-year experience, swim test, international experience.
- D. The Committee functions as the official archives for the curriculum of the Academy. In its capacity as archivist, the Committee is charged with maintaining a current collection of the curriculum for the Academy. The master documents of the Committee shall constitute the state-of-the-curriculum for the Academy.
- E. The Committee functions as the official archives for program review documentation. In its capacity as archivist, the Committee is charged with the responsibility of collecting and maintaining copies of all documents related to program reviews, including, but not limited to: departmental self-studies, reports from external agencies and/or "external review teams", Curriculum Committee reports, departmental Letters of Response, and any related



documentation submitted to the Committee as part of the review process. These documents will be managed and maintained by the current Chair of the Committee.

SECTION II - MEMBERSHIP, VOTING & MEETINGS

A. MEMBERSHIP:

The Curriculum Committee is comprised of the following:

1. One (1) voting faculty representative from each academic department and degree-granting program, the Library, Naval Science, and Athletics, appointed by the respective department on a rotating basis for a routine term of 3 years. Representatives may be selected by their departments to serve consecutive terms.
 - a. Due to significant emphasis on curriculum best practices, representatives are recommended to have at least one of the following:
 - i. curriculum expertise with a proven record
 - ii. at least two years instructional experience at CSUMA.
2. Academic Deans (ex-officio non-voting member)
3. Office of the Provost (ex-officio non-voting member)
4. Registrar (ex-officio non-voting member)
5. Academic Support Staff (non-voting staff member)
6. ASCMA or Corps Leadership may send a non-voting representative to meetings, but this is not a required position.
7. Chairperson: To organize its work, the Curriculum Committee shall elect a chairperson from among the voting members every year. The election will be held at the first meeting of the Fall Semester by ballot submitted to the Academic Support Staff assisting with meetings.

B. VOTING:

1. A quorum shall exist whenever more than 50% of the Curriculum Committee's voting members are present. Once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the Committee.
2. Committee members shall reserve the right to send a proxy from their department to vote in their stead in the event of unavoidable absence during a meeting.

C. MEETINGS:

1. On-cycle Curriculum Committee meetings will be held on the second Tuesday of every month during Fall and Spring semesters.
2. Off-cycle meetings will be scheduled for members of the Curriculum Committee to compile and provide a deeper level of pedagogical feedback as required by a Programmatic Curriculum Change.
2. If, in the judgment of the Chair of the Committee, a sufficient number of requests for curriculum changes exist, additional meetings may be scheduled to review these requests in a timely manner.
3. Advanced notice of on-cycle Curriculum Committee meetings will be posted to the Curriculum Committee Sharepoint and copies of meeting agendas and minutes will be posted to the Faculty



Senate's webpage. Maintenance of these online resources is the joint responsibility of the Committee Chair and Academic Support Staff.

SECTION III - POLICIES & PROCEDURES

. GENERAL REMARKS

This section provides guidance for three different categories of curricular change (Informal, Standard, and Programmatic). The following policy applies to any proposal brought before the committee:

1. **Initiation.** Proposals for changes to the existing curriculum, including changes to existing program or courses, and the creation or discontinuance of courses, may be initiated by
 - a. a faculty member
 - b. an academic administrator, or
 - c. a student.
 - d. All who wish to initiate a request for a change in the curriculum must have a faculty sponsor, and the request must originate within an academic department, in consultation with that department chair.
2. **Submission to the Committee.** No proposal for change to the existing curriculum may be submitted to the Curriculum Committee until the initiating department has followed all required steps (see below) for both intra- and inter-departmental consultation and voting, where applicable.
3. **Deadlines.** The curriculum committee will publish a 2 year calendar of deadlines each spring for the following academic year, depending on the type of curricular change. See Appendix C.

B. INFORMAL CHANGES TO EXISTING CURRICULUM

1. **Definition and Policies.** Informal changes to the existing curriculum are minor changes which do not materially affect the curriculum. Types include:
 - a. changes to course titles or numbers for record keeping purposes;
 - b. moving an in-major course to a new place on the road map;
 - c. dropping unused courses from the course catalog;
 - d. temporary course substitutions (for example, single-semester special topics courses fulfilling a requirement based on course content).
 - e. Departmental roadmaps for transfer students.
2. Informal changes do not need to come before the curriculum committee for a vote and can be completed with an Informal Change Request (ICR) form.
3. **Procedures**
 - a. **ICR** The initiator shall obtain and complete an ICR form and submit it to the Academic Support Staff.
 - b. **ICR to Admin** The complete ICR will be forwarded to the appropriate academic administrators for approval and to the Registrar's Office.



- c. **Approval** The Curriculum Committee and the initiator will be notified when approval is complete.

C. STANDARD CHANGES TO EXISTING CURRICULUM

1. **Definition and Policies:** Such changes must come before the committee for approval with a first and second reading. Standard changes to the existing curriculum materially affect the curriculum at the individual course level or may impact another department. Types include:

- a. the creation of a new course;
- b. changes to the content of an existing course;
- c. adjustments to course description for modernization purposes;
- d. restructuring an existing course according to pedagogical practices;
- e. modifications to pre-requisites or co-requisites;
- f. adding GE designation(s) to an existing course after approval by the GE Committee;
- g. changes to credit hours;
- h. applying a Writing Intensive Designation to an existing or new course (See GVAR Policy).
- i. changes to the placement in graduation roadmaps of GE courses or courses taught in another department
- j. changes that require scheduling modifications to courses in another department

2. Procedures

- a. **SCR** The initiator shall be required to obtain and complete a Standard Change Request (SCR) form, including required related materials such as syllabi, documentation of GE committee approval, and/or STCW documentation [other documentation e.g. to include GVAR].
- b. **SCR to Chairs** Once completed, the SCR form, along with all required related materials, shall be submitted to the Chair of the originating department.
- c. **Originating Department Review** The chair of the originating department shall conduct an internal review of the proposed curricular change, and the results of that review will be recorded on an Originating Department Chair Questionnaire (ODCQ), including a specific tally of the results of the departmental vote on the acceptability of each proposed curriculum change.
- d. **Materials to Academic Dean** The Chair of the originating department will forward the SCR form and all related materials to the appropriate Academic Dean(s) for simultaneous review of proposed change.
- e. **Affected Department Review** The originating department will provide affected departments with an [Affected] Department Chair Questionnaire (ADCQ) for Consultation, accompanied by the SCR form and any related materials, no later than four weeks before the changes are submitted to the Curriculum Committee for review. The Chair of the affected department will return the completed ADCQ to the Chair of the originating department **within two weeks**. The chair of the Affected Department may also request a face-to-face meeting with the initiator of the SCR, which must be scheduled within the two week review period. **Failure to return the ADCQ within two weeks will be treated as equivalent to agreement with proposed changes.** Informal discussion with affected departments is highly encouraged before preparing materials for the Curriculum Committee.



- f. Materials to CC Chair** The originating department must forward the SCR and all related materials to the Chair of the Curriculum Committee and the appropriate Academic Support Staff **no less than two weeks** before the scheduled CC meeting. The Chair of the Curriculum Committee will then forward the materials to all Committee members.
- g.** The proposed change will be given a first reading for discussion only; the proposed change will return to the CC for a second reading and vote in the following month.
- h. CC Meeting** The initiator is expected to attend the appropriate CC meeting and present the SCR and related materials.
- i. Approval** If approved, the Chair of the Curriculum Committee [or their designee] shall forward the SCR and all related documentation to the appropriate academic administrator for final approval noting the recommendation of the Committee with respect to implementation of the curriculum change. If desired by any member of the Committee, a written dissenting opinion may also be forwarded for consideration. The specific discussion and voting results are available in the official minutes of Curriculum Committee meetings.

D. PROGRAMMATIC CHANGES TO EXISTING CURRICULUM

- 1. Definition and Policies:** Programmatic changes to the existing curriculum materially affect the curriculum at the programmatic level. Types include:
 - a. University-Wide Academic Programs that consist of academic courses or other related requirements that apply to all students and are required for graduation. Examples include, but are not limited to: first-year experience, swim-test, international experience, Edwards Leadership Development Program, etc.
 - b. submission of [3+] SCRs for new courses within [one] academic year.
 - c. creation or modification of 12 or more units to a program in one academic year
 - d. changes to the direction of an existing major or program, including those that necessitate revisions to the program's CSU code and/or Classification of Instructional Programs (CIP) code.the creation of a new minor or certificate
 - e. Creation of a new minor or certificate
 - f. creation of a new major
- 2. Programmatic Changes Timeline:** Programmatic changes will be reviewed by the Committee across three meetings. Once all required materials are submitted, programmatic changes will be presented in a First Reading, at which no vote will take place. The next step will be an informational presentation to the full Faculty Senate. The next meeting will be a Deliberative Meeting to vet pedagogical soundness and adherence to policies, and the third meeting will constitute the second reading followed by a vote. The final programmatic change will be presented to the full Faculty Senate.

New minors and certificates must go to the Curriculum Development Advisory Committee before being presented to the Curriculum Committee for approval (See Educational Master Planning Guide)

3. Procedures

- a. Such changes must come before the committee for approval and will adhere to a multi-meeting timeline.



- b. Such changes must adhere to all relevant CSU and WSCUC requirements, and all documentation required by the CSU or WSCUC for a given curriculum change, other than CSUMA approvals, shall also be submitted to the Curriculum Committee.
- c. **LO Map:** The originating department will complete a Learning Outcome (LO) map detailing their new and/or revised programmatic learning outcomes (PLOs), a complete mapping to the current institutional learning outcomes (ILOs), and an assessment plan for the campus's ILOs.
- d. **PCR** The initiator shall be required to obtain and complete a Programmatic Change Request (PCR) form and a rationale for the change, including supporting materials such as syllabi, documentation of prospective student interest such as market research, 4-year and 2-year roadmaps including articulation for transfer students, documentation of GE committee approval, and/or STCW documentation [other documentation e.g. to include GVAR].
- e. **PCR to Chairs** Once completed, the PCR form, along with all required related materials, shall be submitted to the Chair of the originating department and Chairs of any Affected Departments for Consultation.
- f. **Originating Department Review** The chair of the originating department shall conduct an internal review of the proposed curricular change, and the results of that review will be recorded on an Originating Department Chair Questionnaire (ODCQ), including a specific tally of the results of the departmental vote on the acceptability of each proposed curriculum change.
- g. **Material to Academic Dean** The Chair of the originating department will forward the PCR and all related materials to the appropriate Academic Dean(s) upon completion of the questionnaire.
- h. **Affected Department Review** The originating department will provide affected departments with an Affected Department Chair Questionnaire (ADCQ) for consultation, accompanied by the PCR form and any related materials, no later than four weeks before the changes are submitted to the Curriculum Committee for first review. The Chair of the affected department will return the completed ADCQ to the Chair of the originating department within two weeks. The chair of the Affected Department may also request a face-to-face meeting with the initiator of the PCR, which must be scheduled within the two week review period. **Failure to return the ADCQ within two weeks will be treated as equivalent to agreement with proposed changes.** Informal discussion with affected departments is highly encouraged before preparing materials for the Curriculum Committee.
- i. **Materials to CC Chair** The originating department must forward the PCR and all related materials to the Chair of the Curriculum Committee and the appropriate Academic Support Staff no less than two weeks before the scheduled CC meeting. The Chair of the Curriculum Committee will then forward to all Committee members.
- j. **[CC Meeting 1]** The initiator is expected to attend and present the PCR and related materials for the first reading.
- k. Curriculum Committee members will report back to their own departments, providing the [PCR] and any related materials in order to gather feedback on the proposed change. (This step need only apply to those departments not qualifying as Affected Departments.)
- l. **[Faculty Senate Presentation]** The initiator is expected to give an informational presentation in the next Faculty Senate meeting, initiating a broader opportunity for feedback from the campus community. Senators have a week to provide feedback.
- m. **[CC Meeting 2]** The CC will hold a deliberative meeting in which the Programmatic Curriculum Change is vetted according to policy and its adherence to the university mission and guidelines of pedagogical soundness and hands-on learning. Feedback will be forwarded to the initiator with at least two weeks allowed for revision. Programmatic revisions may, at the Curriculum Committee's discretion, require re-starting the process.



- n. [CC Meeting 3] The initiator is expected to attend the CC meeting and present the PCR and related materials for the second reading and possible vote.
- o. After approval, the initiating department will present changes to the Faculty Senate.
 - p. **Approval** If approved, the Chair of the Curriculum Committee [or their designee] shall forward the PCR and all related documentation to the appropriate academic administrator for final approval, noting the recommendation of the Committee with respect to implementation of the curriculum change. If desired by any member of the Committee, a written dissenting opinion may also be forwarded for consideration.

E. Developing New Curricular Programs

General Remarks: Creating a new degree is a multi-step and potentially multi-year process that involves review and approval from several internal campus bodies and external review through the Chancellor's Office. This section of the Curriculum Committee Policy will refer initiators to information in the "Educational Master Planning Guide" and the California State University Chancellor's Office New Programs procedure. Please be sure that you are working with most recent requirements from these entities as you develop your materials for approval.

1. **Projected Degree Proposals** begin with a five-page Concept Paper as described in the "Educational Master Planning Guide" (see Section 5: Guidelines for Implementation of New Academic Programming).
 - a) The Concept Paper is submitted to the initiator's department for approval.
 - b) The Concept Paper is then submitted to the Curriculum Development Advisory Committee for approval.
 - c) The Concept Paper is submitted to the Curriculum Committee under the policies and procedures of a Programmatic Change. In addition to the Concept Paper the Curriculum Committee also requires preliminary market research on the potential of the new program to increase enrollment.
 - d) The Curriculum Committee passes its recommendation to the Provost
2. Initiators prepare a formal "**Projected Degree Proposal**" or equivalent document to be submitted to the Chancellor's Office for inclusion on the CSU Academic Master Plan (approved by the Board of Trustees). These must be submitted in January for March approval, or June for August approval.
3. Once the Projected Degree is approved by the Board of Trustees, the initiators must prepare a complete **New Degree Proposal** package (contents stipulated by the Chancellor's Office) as well as a **WSCUC Substantive Change** screening.
4. Before being submitted to the C.O., this complete New Degree Proposal must be submitted to the Curriculum Committee following the policies and procedures of a Programmatic Change.



5. After approval in the Curriculum Committee, the New Degree Proposal must be submitted to the Faculty Senate for approval.
6. Initiators submit complete New Degree Proposal to the Chancellor's Office
7. After approval, initiators bring all new classes associated with the degree program through the Curriculum Committee following the procedures for Substantive Changes.

IV APPENDICES
C. TIMELINE FOR WHEN CHANGES MUST BE SUBMITTED TO THE CURRICULUM COMMITTEE

The following deadlines allow sufficient time for the Committee to evaluate changes and for the Registrar's Office to incorporate changes into the catalog, PeopleSoft, and Smart Planner.

1. INFORMAL:

SEMESTER OF IMPLEMENTATION	WHEN TO BRING TO CURRICULUM COMMITTEE
Fall Semester	January of Previous Spring
Spring Semester	September of Previous Fall

2. STANDARD:

INTENDED SEMESTER OF IMPLEMENTATION	WHEN TO BRING TO CURRICULUM COMMITTEE
Fall Semester	October Meeting Previous Fall
Spring Semester	March Meeting Previous Spring

3. PROGRAMMATIC:

INTENDED SEMESTER OF IMPLEMENTATION	WHEN TO BRING TO CURRICULUM COMMITTEE
Fall Semester (ex. Fall 24)	3 Semesters Prior (ex. Spring 23)
Spring Semester (ex. Spring 24)	3 Semesters Prior (ex. Fall 22)

IV APPENDICES

E. GLOSSARY OF TERMS

1. **Affected department:** Curriculum changes are defined as affecting a department other than the originating department if they make changes that materially impact how the other department conducts its business. Examples include:
 - a. changes that remove or add units for students in a department;
 - b. changes that impact the scheduling of courses in a department;
 - c. changes that affect prerequisites offered in a department or major changes to courses that are open to students in a department [subcommittee requests feedback]
2. **Consultation:** Informal discussion with affected departments is highly encouraged before preparing materials for the Curriculum Committee. However, there are also two formal avenues of consultation:
 - a. Affected Department Chair Questionnaire and related materials
 - b. The Chair of an Affected Department can request a meeting with the initiator, which must be scheduled within the review period.
3. **Informal changes:** Changes to the existing curriculum that are minor changes which do not materially affect the curriculum.
4. **Originating department:** Department of the curriculum change initiator, or faculty sponsor where relevant.
5. **Standard changes:** Changes to the existing curriculum which materially affect the curriculum at the individual course level.
6. **Programmatic changes:** Changes to the existing curriculum which materially affect the curriculum at the programmatic level.
7. **Temporary course substitution:** A single-semester substitution of a course requirement based on content of another course. For example, a special topics course might fulfill a major or GE requirement for a single semester.