

Shippensburg University

University Curriculum Committee Procedure Manual 2006-2007

Forms found online at www.ship.edu/~ucc

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The following content is excerpted from the Shippensburg University Manual, 1991 and cannot be amended by the UCC without appeal to APSCUF SU and the Administration.

ARTICLE III: UNIVERSITY GOVERNANCE STANDING COMMITTEES

Section 1: Curriculum Committee

The purpose of the curriculum committee is to provide a directional force for planning, developing and implementing new academic programs, for the review, evaluation and disposition of existing undergraduate and graduate programs, and for recommending policies and standards for undergraduate and graduate programs of the university. The curriculum committee's major objective is the overview of the total curriculum and the delegation of specific issues to the college councils acting as college curriculum committees. The following is a listing of curricular issues falling within the purview of the curriculum committee:

- (a) Academic program planning and development.
- (b) Academic program review and evaluation, especially as it relates to accreditation.
- (c) Final governance course approval within existing programs (including changes in prerequisites, course numbers, course descriptions, etc.)
- (d) Review proposals for new degree-granting programs and consider elimination, suspension, or reduction of existing degree programs.
- (e) Resolution of curricular and course conflicts between and among colleges.
- (f) Oversight of the general education program.
- (g) Curriculum research and innovation.
- (h) Academic policies and standards matters listed under permanent subcommittee below.

Any matter relating specifically to graduate programs or to teacher education must be referred to the graduate council or to the teacher education council for discussion and action before being acted upon by the curriculum committee or its subcommittees.

Subsection 1A: Curriculum Committee Membership

The membership of the curriculum committee is composed of three (3) college deans, three (3) students, and twelve (12) faculty members.

- (a) Three (3) college deans appointed by the president of the university
- (b) Three (3) students:
 1. Two (2) undergraduate students appointed by the president of the university for one (1) year.
 2. One (1) graduate student appointed by the president of the graduate student association for one (1) year.
- (c) Ten (10) faculty members apportioned and elected by the regular faculty as follows:
 1. Arts and humanities division (art, communications journalism, English, history / philosophy, modern languages, music and speech / theater arts) - two (2) members.
 2. Division of behavioral and social sciences (geography - earth science, political science, psychology, and sociology) - two (2) members.

3. Division of mathematics and natural science (biology, chemistry, computer science, mathematics, and physics) - two (2) members.
4. Division of business (accounting / management information systems / information technology for business, economics, finance / information management and analysis, and management / marketing) - two (2) members.
5. Division of education and human services (counseling, criminal justice, educational leadership and policy, exercise science, social work, and teacher education. - two (2) members.

The ten (10) faculty will be elected within each division by the regular faculty of that division from a pool of (1) faculty member chosen by each department according to the procedures established by each department.

- (d) One (1) faculty member appointed by the APSCUF/SU president.
- (e) One (1) faculty member elected by the non-teaching faculty.
- (f) Faculty elections and appointments shall occur as follows. (Revised by the Forum 1993).
 1. The APSCUF / SU appointment shall occur in odd numbered years.
 2. The non-teaching faculty election shall occur in even numbered years.
 3. The elections for faculty representatives of the five academic divisions shall occur every year with one representative from each division being elected each year. Any academic department whose candidate was elected the previous year would not be eligible to submit a candidates name that year.

Section 2. Academic Policies and Standards Subcommittee.

The purpose of the permanent academic policies and standards subcommittee of the curriculum committee is to recommend policies and standards for the undergraduate and graduate programs. The following is a listing of academic matters that are primarily the responsibility of the academic policies and standards subcommittee:

admissions standards, academic grading system, academic probation and dismissal guidelines, dean's list criteria, student withdrawal policies, student readmission policies, distance education course approval, and graduation requirements.

Sub-Section 2A: Academic Policies and Standards Subcommittee Membership

- The membership of the permanent academic policies and standards subcommittee of the curriculum committee will be:
- a) Six (6) faculty chosen from among the faculty members of the curriculum committee.
 - b) Two (2) administrators chosen from among the administrative members of the curriculum committee.
 - c) One (1) student chosen from among the student members of the

curriculum committee.

Section 3. Curriculum Routing Procedures.

Any matter relating to the curriculum that a faculty member, student, administrator, department, etc. of the university community wishes to bring to the attention of the curriculum committee shall be submitted in writing. The curriculum committee shall review and refer it to the appropriate college council or sub-committee of the curriculum committee or the graduate or teacher education council. If the matter does not fall within the purview of any of the above committees, the curriculum committee may refer it to an ad hoc committee (Shippensburg University Manual, 1991-93, Appendix 1A).

The curriculum committee will, as part of the process of review and reference of issues, provide reasonable time frameworks for all reports and recommendations from the college curriculum committees and other groups. Should these reports or recommendations not be provided within the reasonable time framework, the curriculum committee shall recall and debate the issue. Reports and recommendations may then be sent directly to the University Forum.

Section 7. Meetings of Standing Committees

All committees will hold regularly scheduled meetings in a designated location during periods when the university is in regular academic session. Additional meetings may be called as deemed necessary by the chairperson.

To minimize meeting time conflicts and inconveniences to members, the regular meeting schedules of committees should be coordinated by the executive committee at the beginning of the academic year.

All committee meetings, minutes, and agenda are open to members of the academic community.

Section 8. Procedures

- (a) Each committee shall elect from its members a chairperson and secretary at this first fall meeting, with the exception of the Curriculum Committee, which will have its organization meeting in the spring following the election of its members. The incumbent chair of the Curriculum Committee will call this organizational meeting (Revised by Forum, 1992).
- (b) The chairperson shall preside at all meetings and assume those duties appropriate to the position. He / she shall prepare agenda and distribute to all members at least five days prior to all meetings.
- (c) The secretary shall record the proceedings of each meeting and transmit the minutes according to a designated listing within seven (7) working days of each meeting.
- (d) Copies of all proposals, reports, and recommendations acted upon by committees must be transmitted to the University Forum.

- (e) Attendance at all meetings is expected. It is the responsibility of members to notify the chair of the committee of absence in advance, when possible. More than two (2) unexcused absences per semester shall lead to automatic dismissal from a committee. The executive committee of the University Forum shall determine what constitutes an unexcused absence.
- (f) A quorum of two / thirds (2/3) of the committee membership is required to conduct business. A motion shall be deemed passed / defeated if a majority of the members present vote aye / nay.
- (g) Agenda items may be proposed by any member of the student body, faculty or the administration.

ARTICLE IV: ELECTIONS, VACANCIES, LENGTH OF TERM, AND ELIGIBILITY

Section 1. Nominations and Elections

- (a) All persons nominated for any position on the standing committees or the University Forum must have given prior approval before his/ her name is placed on the nomination ballot.
- (b) The nominating ballot will clearly indicate whether the candidate is at-large or representing a specific constituency.
- (c) The election for memberships on the standing committees and the University Forum shall be held by the end of April.
- (d) Election of the candidates will be by a majority of the votes cast or by a plurality if there are more than two (2) candidates. In case of ties, run-off elections will occur until the position is filled.
- (e) Appointments to the governance review committee will be made in April.
- (f) Associations of constituent groups shall conduct the elections.
- (g) Persons considered eligible for voting privileges are all full-time tenured faculty, all full-time probationary faculty, all full-time temporary faculty, and all permanent part-time faculty.
- (h) Elections and appointments of the faculty to the University Forum shall take place as follows:
 - 1) The APSCUF appointment shall take place in odd-numbered years.
 - 2) The election of three faculty members from the individual colleges shall occur in odd- numbered years.
 - 3) The election of the five at-large faculty shall occur in even-numbered years.
 - 4) Because all faculty are currently elected and appointed in even-numbered years, an exception to the two-year-term rule (ARTICLE IV, Section 3, paragraph a) is required of the APSCUF appointee and the college representatives. Therefore, the 1992 APSCUF appointee and the college representatives that are to be elected in 1992 will serve a one-year term with the option of running for a second, two-year term.

Section 2. Vacancies.

Vacancies on the Forum and on committees of the Forum shall be filled through appointment made by APSCUF / SU for faculty, the student senate for undergraduate students, the graduate student association for graduate students, and by the president of the university for administrators.

Section 3. Terms of Office

- (a) The term of office on all standing committees and the University Forum shall be two (2) years.
- (b) Faculty members may not serve more than two (2) consecutive terms.
- (c) Members may not serve on more than one (1) standing committee simultaneously.
- (d) Length of terms for student members is one (1) year. They may, however, succeed themselves.

Section 4. Eligibility.

- (a) Faculty members are eligible for membership on committees of the University Forum if they are employed at the university in a tenured or tenure-track position.
- (b) Undergraduate students are eligible for membership on committees or the University Forum if they have achieved sophomore, junior, or senior level status.
- (c) Graduate students are eligible for membership on committees of the University Forum if they are resident full-time students or serving as graduate assistant / counselor.

UNIVERSITY CURRICULUM COMMITTEE GUIDELINES

These procedures are based upon the previous excerpt from the SU Manual and are intended to assist the UCC and the campus community to work smoothly together. They may be amended by the UCC.

SECTION A. Agenda.

The agenda for meetings of the UCC will be developed and distributed at least five days prior to a scheduled meeting. The agenda will be distributed to all committee members and those persons on the UCC mailing list.

Items that have been approved by the respective College Councils and the Graduate Council or the Teacher Education Committee, if necessary, shall be included on the agenda of the next regularly scheduled UCC meeting. The Chairperson will only include on the agenda those items which the minutes of the various Councils indicate proper approval.

The Deans of the University may request that an item be included on the agenda pending College Council approval by contacting the UCC Chairperson. Action will be taken on the item only if the Dean informs the UCC Chairperson that the College Council has approved the item.

SECTION B. Mailing List.

The UCC mailing list consists of the following: APSCUF office; University President; Assistant to the President; Provost; Provost's Office; Registrar; Department Chairpersons; UCC members; Forum members; Deans; Director of the Grace B. Luhrs School, Computer Center, Institutional Research, Honors, International Studies, and Women's Studies

SECTION C. Meeting Dates.

The University Curriculum Committee shall meet on the first Tuesday of each month during the academic year. The meeting shall begin at 3:30 pm. By action of the committee, the meeting date and time may be altered because of a scheduled University term break.

SECTION D. New Course Proposals.

All new course proposals and revisions to existing courses submitted to the UCC must be submitted using a Course Proposal Form. These forms are available at the UCC website (<http://www.ship.edu/~ucc>).

SECTION E. General Education Proposals.

All new courses for the general education program or changes to existing general education courses will be approved by the General Education subcommittee of the UCC before going to the entire UCC for approval.

SECTION F. Council Action. No proposal for a new or revised course will be considered by the UCC until it has been reviewed and approved by the proper College Councils. Proposals that involve

teacher education should also be reviewed and approved by the Teacher Education Committee. All proposals that affect graduate education must be reviewed and approved by the Graduate Council. (This includes 400 level classes, as well.)

All minutes of the various College Councils and the Teacher Education Committee and Graduate Council shall be forwarded to the UCC Chairperson and to the UCC Secretary, and no proposal will appear on the UCC agenda until the UCC Secretary has received those minutes.

SECTION G. Proposal Numbering. Each proposal to be considered by the UCC should be given a control number before it is circulated to the individuals on the UCC mailing list. UCC Control numbers are obtained at the UCC website (<http://www.ship.edu/~ucc>). Each proposed course in a multi-course submission to the UCC must be given a separate control number. If a proposal is revised at any time after its inception, a "Revised on Date" shall be added to the document and then the form shall be reposted retaining the original proposal number.

SECTION H. Proposal Routing. Specific guidelines for the routing of proposals are found in the document entitled "Routing Curriculum Proposals Through the University Governance Process." The sponsor of the proposal is responsible for routing proposals to be considered by the UCC. Proposals are routed by posting them to the UCC Website (<http://www.ship.edu/~ucc>). Annually, the Chairperson of the UCC shall remind the Deans and Department Chairpersons of the various departments of the University that these Guidelines are available on the UCC web site.

SECTION I. Proposal Life. A proposal that has been submitted to the UCC will be kept active during the year in which the proposal is submitted and for one full academic year following submission. If no UCC action is taken by the end of this time, the item will be dropped from those items under consideration. The sponsor of any proposal that is dropped under the guidelines of this section will be notified in writing by the UCC Chairperson.

SECTION J. Subcommittees. There shall be two subcommittees of the UCC, the Academic Policies and Standards Subcommittee (as specified in the University Governance Manual) and the General Education Subcommittee. Membership to the subcommittees shall be by appointment of the UCC Chairperson. The representatives of the various constituencies of the University shall be equally divided among the subcommittees.

SECTION K. Minutes.

The Secretary of the UCC shall keep and distribute minutes of all meetings. The Secretary shall distribute the minutes to all individuals included on the UCC mailing list. UCC minutes can also be viewed at the UCC website (<http://www.ship.edu/~ucc>).

Any minutes or reports of subcommittee meetings or written recommendations of the various subcommittees shall be made a part of the UCC minutes and shall be distributed to all individuals on the UCC mailing list.

SECTION L. Organizational Meeting.

An organizational meeting of the newly elected committee members shall be held at the conclusion of

the last UCC meeting of the year (the first Tuesday in May). At this meeting the chairperson and the secretary shall be elected for the following year. The election shall be conducted by a representative of APSCUF.

SECTION M. Alternate Member to the University Forum.

In compliance with the amendment to the Governance Document (ratified by the President's Cabinet on March 13, 1995) the UCC Secretary will serve as an alternate to the Forum.

SECTION N. Chair Load Reduction.

The UCC Chair is entitled to a three credit reduction in load per semester or the requisite overload per semester.

SECTION O. Past Proposals

Beginning in 2003 UCC proposals were placed on the UCC website. These electronic documents can be browsed on the UCC web site by searching for the year designation in their control numbers. (For example to browse the list of proposals submitted in the 2003/2004 Academic year, search for 03)

It is worth noting that the UCC minutes need to be consulted to discover the final dispensation of a proposal. These documents are listed (beginning with 1999/2000) on the main page of the UCC web site.

Past UCC proposals are housed in the University Archives in the Library. At the end of each academic year paper minutes and proposals should be submitted to the Archivist. These records are available for perusal via a request to the Archivist.

Calendar

September

- Remind Deans and Chairs of Guidelines and the UCC website
- Finalize the dates for the monthly meetings and reserve a room for all meetings. Contact Deans, Chairs and UCC members with dates and locations.
- Update the UCC mailing list
- Use the first meeting of the UCC to acquaint members with the Guidelines and Procedures.

February

- Vote on Distance Education Proposals for the summer

May

- Reorganize for the following year.
- Send all paper copies of minutes and proposals to the University Archives in the Library.

UCC Current Policy History

(Policies Passed by the UCC concerning the committee's governance)

5/2/06 One-for-one policy appealed. President Harpster provided the following:I am also approving the proposed clarification of the curriculum management and expansion of courses (one-for-one) policy as proposed by the University Curriculum Committee and endorsed by the University Forum: "In order to ensure that fiscal responsibility and student needs are balanced with legitimate reasons for curricular change, the University Curriculum Committee recommends that each department proposing curricular change provide a three year departmental verification matrix of course offerings annotated with the number of people within the department who could teach this class; as well as the faculty position and/or specialization area (rather than the individual faculty names.) The UCC also proposes that yearly, the registrar notify department chairs and deans with a list of courses that have not been taught in the previous three years. Courses not taught for the previous five years will be dropped from the official university catalog by the registrar. Exceptions to this policy will be made on a per case basis after consultation with the appropriate dean and department chairperson." I believe the recommendation is consistent with the policy, while giving the departments and the University Curriculum Committee more information and documentation for decision-making.

5/2/06 University Undergraduate Policy on Minors. Clarification of Proposal 95-17 3/5/96
1. A minor should consist of a minimum of 18 credit hours with no more than a total of 24 maximum. In an 18 credit hours minor, at least 6 of these credits must be in courses at the 300 level or higher, in minors of more than 18 credits, at least 9 of these credits must be in courses at the 300 level or higher.
2. Students who receive a minor from Shippensburg University must complete a minimum of 50% of the courses in residency at the university.
3. For students to have a minor listed on their transcript at graduation they must attain a minimum grade point average of 2.0 for the courses in the minor.

5/2/06 Four credit General Education courses Departments may consider offering four credit courses in general education on the condition that other comparable courses within the same department are available at the three credit level.

4/4/06 New General Education Course Requirements and proposal form.

- General Education courses should be offered at the introductory level.
- General Education courses should be available to all students and a majority of the students taking the courses should come from majors outside the discipline of the course.
- General Education courses should be able to meet the objectives for the category as laid out by the General Education Coordinating Committee. Sponsors must provide

a plan to assess the course in terms of its effectiveness in meeting the Category objectives.

- Sponsors should distribute the Summary Sheet to Chairs of departments currently offering classes in that Category. Summary Sheets should also be distributed to appropriate Deans. Departments that disapprove would have to make the case that the new course would significantly change their own enrollments or that the course would not meet the objectives of the category.

- 3/7/06 Paired Course Requirement Dropped
- 12/06/05 Special Topics Course Clarification Special Topics designation may be taught up to four times before it must become a new course
- 9/6/05 Provost's role in curriculum review process.
The Provost should not stop the discussion of a Curriculum Proposal before the faculty have had opportunity to provide input. The Provost can impact the process with either of the following actions:
1. The Provost can ask the pertinent Dean, representing Administration, and College Council to consider specific concerns related to the Proposal. The various department Chairs could then discuss the specific issues and make recommendations for changes before submitting the proposal to the Curriculum committee.
 2. The Provost can ask the Associate Provost, representing Administration, to provide input as the Proposal is under discussion at a University Curriculum Committee meeting.
- 5/3/05 New form for Distance Education Proposal Included request for a syllabus along with other pertinent information
- 5/04/04 Optional Routing for UCC Policy Proposals Provides for review outside the standard UCC process for policy proposals that require broad input.
- 2/11/03 Provost's Memo regarding Exceptions to the "One-for-One" Policy This memo details criteria and procedures for requesting an exception to the one-for-one policy when proposing a new course.
- 12/03/02 Proposal for the Electronic Distribution of UCC Documents The approval of this proposal allowed for the development of a UCC web interface for acquiring UCC control numbers, posting UCC proposals, and distributing UCC agendas and minutes.
- 12/03/02 Course Proposal (New or Existing) Form Approved New "Detailed Information Form" requires information regarding learning outcomes and assessment.
- 11/06/01 Course Proposal (New or Existing) Form Approved This form combines the new

course proposal form, the “short form,” and the general education proposal form, thereby simplifying the approval process. Sponsoring departments fill out one form for changing or proposing any course, completing only the relevant information.

- 12/5/00 Distance Education Course Proposal Form Approved (Existing Courses) New form approved. Stipulates that existing courses may be approved to be taught as Distance Education courses within 30 days per the CBA.
- 12/5/00 New Course Proposal Form Approved The comprehensive new course proposal form was approved for use, combining the “old” course proposal form and the “supplemental information” form.
- 10/3/00 Distance Education Course Approval Process Approved The UCC delegated responsibility of approving existing courses as Distance Education courses to the Policies and Standards Subcommittee of the UCC.
- 5/4/99 Revision of Course/Program Proposal Formats New forms approved. General Education course proposals will submit only one designated form.
- 4/6/99 Diversity Course Requirement Guidelines Learning outcomes and specific requirements for proposed courses to meet diversity course requirement approved.
- 2/18/9 President’s Memo on “Curriculum Creep” This memo set the policy of one-to-one course swapping. If a department needs a new course, it must be willing to give up a current course.
- 5/14/96 40% Rule: Board of Governors Policy 1009-06-A Serves as a point of reference for the UCC when considering requests for course renumbering, degree programs, etc.
- 3/13/95 Alternate Membership to the University Forum The UCC Secretary will serve as an alternate to the Forum (in compliance with the amendment to the University’s Governance Document ratified by the President’s Cabinet).
- 11/7/93 Course Revision Format–Short Form Short form for simple revisions was approved.
- 10/5/93 UCC Policies and Procedures Manual This manual was approved, thereby setting down guidelines for the operation of the UCC.
- 5/4/93 General Education Course Approval Course to be considered for General Education credit should be approved by the appropriate College Council before being presented to the UCC for consideration.
- 12/1/92 Proposal Life Any proposal submitted to the UCC will be kept active for during the year the proposal is submitted and for one full year following submission. If no action is taken by the end of that time, the item will be dropped from the UCC list. The sponsor/department must then resubmit the proposal.

- 10/1/91 General Education Subcommittee The General Education subcommittee was created to provide proper deliberation for the courses proposed to be a part of the General Education program.
- 5/2/89 Control Numbers Each proposed course in a multi-course submission to the UCC must be given a control number.
- 11/4/86 Council Matters The Chairperson and the Secretary of the UCC shall receive a copy of all College, Teacher Education, and Graduate Council minutes.
- 9/30/86 Academic Policies Subcommittee Membership Academic Policies Subcommittee will be comprised of ½ of the UCC membership for one year and the other ½ for the following year.

Note: The history of an older policy no longer in effect does not appear here. For an archive of all past UCC actions, consult the current UCC secretary.

ROUTING CURRICULUM PROPOSALS THROUGH THE
UNIVERSITY GOVERNANCE PROCESS

Note: All proposals that require full review by the University Curriculum Committee must be posted to the UCC Website at <http://www.ship.edu/~ucc/> by January 31st. Proposals that are eligible for expedited processing, i.e. course title change, course number change, or catalog description change, must be posted to the UCC Website at <http://www.ship.edu/~ucc/> by March 31st.

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Curriculum proposals usually originate within an academic/administrative department, however it is your responsibility to ensure that your proposal makes it through the Approval System.

- Step 1. Get a copy of the proper proposal form from the UCC Website at <http://www.ship.edu/~ucc/>.
- Step 2. Complete the form and attach all required documentation (accompanying proposal forms, syllabi, etc).
- Step 3. Obtain departmental approval and approval from anyone involved with your proposal (other departments, computer services, etc.)
- Step 4. If an appeal has been made regarding the one-for-one policy, obtain written approval from the appropriate Dean and the Provost. Note: Documentation of approval must accompany your proposal.
- Step 5. If the proposal is for a Distance Education Course, use the proper form and route it through your department chair to the Dean of Extended Studies. Also complete the following steps.
- Step 6. Get a UCC control number from the UCC Website at <http://www.ship.edu/~ucc/>. Add the UCC control number to the proposal form.
- Step 7. Post the proposal at the UCC Website at <http://www.ship.edu/~ucc/>. Combine all forms, syllabus, etc. as ONE word document before posting.
- Step 8. The proposal will be sent to the UCC mailing list.
- Step 9. The proposal will be sent to the appropriate College Council for approval. If changes are recommended at the Council level, a revised proposal must be posted to the UCC Website. Use the same number however add the comments “Revised on date.”
- Step 10. If the proposal is for a 400 or above level course, it will be sent to the Graduate Council for approval. If changes are recommended at the Council level, a revised proposal must be posted to the UCC Website.

- Step 11. If the proposal affects Teachers Education in any way, it will be sent to the Teacher Education Council for approval. If changes are recommended at the Council level, a revised proposal must be posted to the UCC Website.
- Step 12. If the proposal affects General Education or is related to the diversity requirement, it will go to the General Education Subcommittee of the UCC for approval. Note: This subcommittee may contact you asking that you attend their meeting to answer questions.
- Step 13. If the proposal is for a Distance Education Course or has been designated as an Expedited Proposal (course name change, course number change or catalog description change), it will go to the Policy and Standards Subcommittee of the UCC for approval.
- Step 14. When the proposal has received all appropriate approvals, it will be placed on the agenda for the next UCC meeting. You will be notified approximately one week prior to the meeting and will be invited to attend. Be prepared to give a brief overview of the proposal and answer questions.
- Step 15. If approved by the UCC, the proposal is forwarded to the Forum as an informational item. However, if proposal represents a change in policy, a new general education course, or a change requiring Board of Governors or Chancellor approval, it is presented to the Forum for approval.
- Step 16. If approved by Forum, the proposal is forwarded to the President for final approval.
- Step 17. If approved by the President, pertinent information regarding the proposal is forwarded to the Registrar for implementation. The President's Office will also notify the Forum Chair of the President's decision regarding your proposal.

Important Notes:

- No proposals will be added to the UCC agenda until the UCC Secretary has received the minutes from appropriate councils' and UCC subcommittees documenting approval of the proposal.
- All proposals for new courses must either indicate the course that will be dropped or must be accompanied by a written "three year departmental verification matrix of course offerings annotated with the number of people within the department who could teach this class; as well as the faculty position and/or specialization area (rather than the individual faculty names.)"
- Each course of a multi-course proposal must have its own control number and proposal form.
- Proposals will be placed on the UCC agenda in the order in which they are received and approved at the lower levels.
- The complete process from sending out your proposal until approval by UCC takes at least two months. You should not wait until late spring to send your proposal into the system and

expect it to be implemented for the coming fall.

- To determine the status of a proposal at any time, check the UCC website at <http://www.ship.edu/~ucc/>.
- Contact the UCC Secretary or Chairperson if you have any questions.

Optional Routing for UCC Policy Proposals

If Academic Affairs, College Council, Academic Policies and Standards Subcommittee, UCC, or Forum determines a policy proposal requires review outside the standard UCC process, the Provost, Dean, or Chairperson may notify the UCC Chairperson and forward the request to one or all of the following:

- Provost
 - Forum Chairperson
 - V.P. of Student Affairs
 - Other appropriate body
- The Provost, Chairperson, etc may elect to
 - Appoint a Task Force
 - Have an open meeting
 - Specify another method of gaining broad input
 - NOTE: the sponsor and a UCC representative should be part of the review process.
- If the policy is forwarded to another body for additional review, comments and/or suggested revisions must be sent to the UCC Chairperson within 60 days.
- The UCC Chairperson will send the comments and suggested revisions to the original sponsor and copy Academic Affairs and the Chairperson of the Academic Policies and Standards Subcommittee.
- Academic Affairs and the Academic Policies and Standards Subcommittee will review the comments and revisions and send any additional feedback to the sponsor and the UCC Chairperson within 30 days.
- At this point the sponsor may:
 - Request that UCC approve/disapprove the original proposal
 - Revise the proposal and repost it to the UCC website
 - Withdraw the proposal
- If the proposal is revised and reposted, it will move through the standard UCC process with no option for additional outside review.

NOTE: The UCC recommends that a policy proposal be widely circulated for consideration before it is formally posted to the UCC Website.

05-04-04

University Diversity Requirement

Shippensburg University expects its students to understand the diverse nature of the United States--its currently diverse society as well as its diverse historical and cultural roots. Students should also gain awareness of how the country continues to emerge and be shaped by the interaction of people with different views. Finally, students should understand how cultural, ethnic, and racial heritage, as well as gender, age, social class, sexual orientation, and abilities, have shaped their own attitudes, perspectives, beliefs, and values.

To complete the university diversity requirement, undergraduates must take one approved diversity course for a total of 3 credit hours. The following courses currently satisfy the university's diversity requirement:

ART 101: Art Appreciation CRJ 452: Race, Ethnicity, and Crime ECH 460: Family, School & Community Partnership EEC 411: Introduction to Exceptionality ENG 248: Introduction to Culturally Diverse Literature of the United States GEO 103: Geography of the U.S. and Canada GEO 140: Cultural Geography MGT 447: Business and Society SOC 101: Introduction to Sociology: Society and Diversity SWK 265: Understanding Human Diversity for Social Work Practice WST 100: Introduction to Women's Studies
Shippensburg University

Diversity Learning Outcomes and Specific Requirements

In courses that will meet the diversity requirement, the following learning outcomes will be met:

A. Understand the United States as a pluralistic society:

1. To understand the United States today in terms of its diverse historical and cultural roots
2. To understand that the United States continues to emerge and be shaped by the interaction of people with different views, i.e. multiple origins, experiences, and world views
3. To understand that one's own attitudes, perspectives, and beliefs are shaped by cultural, ethnic, and racial heritage, by gender, by age, by social class, by sexual orientation, and by abilities

B. Demonstrate the ability to respond in a constructive manner to information, ideas, emotions, and situations associated with issues of diversity, including culture, ethnicity, race, gender, religion, age, social class, sexual orientation, and abilities

C. Demonstrate the ability to interact with other students in a manner that shows respect for the diversity among them

D. Understand the nature of community and how a community should strive to achieve social justice for all its members

Specific requirements for diversity courses include the following:

1. The course, which may be in any discipline, will seek to promote a more reasoned understanding of racial-ethnic groups and minority or marginalized populations in the United States.
2. The course will involve material related to at least two of the following racial-ethnic groups in the United States – African Americans, Asian Americans, Latinos, and Native Americans – and discuss their role in the formation and continued existence of American society.
3. The course will involve material related to one or more minority or marginalized populations within the American society: people of differing abilities, sexual orientations, social classes, religions, ages, and gender. The course must work against the stereotyping of these people.
4. The course material will be explored in part through group activities in order for students to gain some experience in dealing with perspectives other than their own.
5. Instructors should be prepared to assist students in dealing constructively with issues of diversity and conflict as they arise in the course. In a course that focuses on diversity, some emotion and conflict are inevitable as students learn. Workshops will be available to help instructors to develop their skills in handling emotion and conflict in the classroom and in teaching these skills.

Office of the President

SUBJECT: Curriculum Management and Expansion

TO: College Deans

FROM: Anthony F. Ceddia

DATE: February 18, 1997

We have worked hard to increase the University's efficiency and academic effectiveness. This past Fall U. S. News and World Report ranked Shippensburg as the third most efficient university among regional colleges and universities in the North. This designation is based on an institution's score from survey results of academic quality divided by education program expenditures. Put another way, the institution gets the maximum effect from the dollars it has to invest in academic programs. This is especially impressive given the continuing reduction of state support for public higher education in Pennsylvania. Your leadership and good management practices, with the able support of department chairs and others, has helped Shippensburg in achieving such ratings.

The challenge of sustaining and enhancing the University's academic reputation remains formidable, however, given diminishing financial support. Therefore, curriculum management and expansion become even more significant during this time. While Provost Fenton and I continue to encourage innovation and creativity in academic programs, courses, and related activities, it constantly must be remembered that these initiatives must be supported within the existing financial and staffing allocations. If new courses are to be added, out-of-date courses must be discontinued. If a new major or minor is to be proposed, there must be a corresponding discontinuation of other offerings and requirements.

"Curriculum creep" for any institution can be a severe virus which, left unchecked, can quickly injure institutional integrity. What on the surface might seem as an easy decision to meet student demands and faculty interests for new courses and programs could in the end prove to be a recipe for financial and academic chaos.

To help us to continue to mutually manage the University's resources effectively, I am requesting hereinafter that when you forward a new course, program, or an expansion of an existing major or minor requirements for consideration, you accompany such submissions with information and data documenting the discontinuation of an equivalent number of such units from within the present offerings in your college. Although this requirement may seem bureaucratic, it is necessary if we are to successfully fulfill our responsibilities as stewards of the University's reputation and integrity. There will be no further curriculum approvals by the President of University Forum

recommendations unless the aforementioned requirement is met.

Thank you for your attention to this important matter. If you have any questions regarding this issue or its implications, please feel free to discuss them with Provost Fenton.

AFC: bb

Cc: Provost

Department Chairs

UCC Chair

University Forum Chair