

# Shippensburg University

## University Curriculum Committee Procedure Manual 2014-2015

Forms found online from [www.ship.edu/ucc](http://www.ship.edu/ucc)

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## Shippensburg University Manual, 1991

*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 candidate's 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:
  - a. The APSCUF appointment shall take place in odd-numbered years.
  - b. The election of three faculty members from the individual colleges shall occur in odd-numbered years.
  - c. The election of the five at-large faculty shall occur in even-numbered years.
  - d. 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, the General Education, the Graduate, and/or the Teacher Education Councils, as appropriate, 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: University President and Assistant to the President; APSCUF President and APSCUF office; Student Senate President; Provost and Provost's Office; Registrar and Associate Registrar; Vice Presidents; Deans; Department Chairpersons; Academic Program Directors; UCC members; Forum members; Chairs and Secretaries of the College Councils, General Education Council, General Education Council Program Subcommittee, Graduate Council, Teacher Education Council, and Academic Outreach Subcommittee of the Academic Affairs Council; and the Director of Institutional Research.

#### **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: Council Action

No proposal for a new or revised course or program will be considered by the UCC until it has been reviewed and approved by the proper College Councils. Proposals that involve general education must also be reviewed and approved by the General Education Committee. Proposals that affect graduate education, *including 400 level classes approved for graduate credit*, must also be reviewed and approved by the Graduate Council. Proposals that involve teacher education must also be reviewed and approved by the Teacher Education Council.

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

### SECTION F: 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 top of the document; the form must be reposted retaining the original proposal number.

### SECTION G: Proposal Routing

Specific documentation on the routing of proposals is found in the section entitled "***Routing Curriculum Proposals through the University Governance Process***" found later in this document. The sponsor of the proposal is ultimately responsible for ensuring that proposals are being routed through to be considered by the 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 H: 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 I: Subcommittees**

There shall be one subcommittee of the UCC, the Academic Policies and Standards Subcommittee, as specified in the University Governance Manual. Membership to the subcommittee shall be by appointment of the UCC Chairperson and will be representatives of the various constituencies of the University. An ad Hoc committee can be formed at any time to take up additional matters.

**SECTION J: 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. 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 L: 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 M: Chair Load Reduction**

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

**SECTION N: 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.

## UCC Chairperson's 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.

## Routing Curriculum Proposals through University Governance Process

*Timeline Note: The sample charts below give an overview of the entire curricular process and the timelines by which proposals should be approved by all constituencies to meet student registration needs.*

*Upon approval at UCC, proposals will be presented to Forum as information items or for approval as appropriate. Upon review and/or approval at Forum, proposals will be routed to the University President for final action. Upon final approval, the Registrar will implement the approved proposal.*

### For Fall curricular changes:

ACTION	IDEAL DEADLINE
Department approves final curricular changes and sponsor uploads proposal(s) to UCC website	End of October at the latest
Councils approve changes	November meeting
UCC reviews proposals	December meeting
Forum reviews proposals	December meeting
President acts on proposals	February
Changes ready to go to Banner, before scheduling begins	March 1 <sup>st</sup>

### For Spring curricular changes:

ACTION	IDEAL DEADLINE
Department approves final curricular changes and sponsor uploads proposal(s) to UCC website	End of March at the latest
Councils approve changes	April meeting
UCC reviews proposals	May (or Final) meeting

Forum reviews proposals	May (or Final) meeting
President acts on proposals	June
Changes ready to go to Banner, before scheduling begins	September 1 <sup>st</sup>

*Note: Existing courses that are being proposed for Distance Education delivery mode are expedited and will be considered by UCC within 30 days of being posted to the UCC website (after which they are presented as information items to Forum and the President). These should be submitted as early as possible in order to gain approval before scheduling begins (September for winter courses; February for summer courses).*

*Note: New program proposals that require Council of Trustees (COT) and Board of Governors (BOG) approval will be sent to those groups after Presidential approval is received.*

Curriculum proposals usually originate within an academic/administrative department; however it is the proposers' responsibility to ensure that their proposal(s) 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 the proposal (other departments, computer services, etc.)

Step 4. Get a UCC control number from the UCC Website at <http://www.ship.edu/ucc/> and add the UCC control number to the proposal form.

Step 5. Combine all forms, syllabus, etc. as ONE document before posting. Post the proposal at the UCC Website at <http://www.ship.edu/ucc/>

Step 6. If the proposal moves an existing course to Distance Education status, it will be expedited so that it can be taken up by the UCC within thirty days of it being posted to the UCC website.

*Note: Relevant councils may review the proposal and make recommendations to the UCC but council reviews of existing courses moving to Distance Education status are not mandatory.*

Step 7. 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.

*Note: Use the same number; however, add "Revised on date \_\_\_\_\_" to the top of the proposal.*

Step 8. If appropriate, the proposal will also be routed to one or more of the following councils, committees, or subcommittees.

*Note: All appropriate councils, committees, or subcommittees may review UCC proposals in any order.*

- If the proposal affects General Education or is related to the diversity requirement, it will be

routed to the General Education Council for approval.

- If the proposal is for a 400-level course offered at the graduate level or a 500-level and above course, it will be routed to the Graduate Council for approval.
- If the proposal affects Teacher Education in any way, it will be routed to the Teacher Education Council for approval.
- If the proposal is for Distance Education status for a new, not currently existing, course it will be routed to the Academic Outreach Subcommittee of the Academic Affairs Council and UCC Academic Policy and Standards Subcommittee for review.

Each council may contact sponsors and ask that they attend their meeting to answer questions. If changes are recommended at the Council level, a revised proposal must be posted to the UCC Website.

*Note: Use the same number and add "Revised on date \_\_\_\_\_" to the top of the proposal.*

Step 9. When the proposal has received all appropriate approvals, it will be placed on the agenda for the next UCC meeting. Sponsors will be notified approximately one week prior to the meeting and will be invited to attend. Sponsors (or their designee) should be prepared to give a brief overview of the proposal and answer questions.

Step 10. If approved by the UCC, the proposal is forwarded to the Forum as an informational item. Informational items must be presented and considered during a meeting of the Forum before being forwarded to the President. However, if the proposal represents a change in policy, a program revision, or a change requiring Board of Governors or Chancellor approval, it is presented to the Forum for approval.

Step 11. If approved by Forum, the proposal is forwarded to the President for final approval.

Step 12. 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 the proposal.

Step 13. If the proposal requires Council of Trustees (COT) and/or Board of Governors (BOG) approval, it will be sent to those groups after Presidential approval is received. After the BOG has approved, the approval will be communicated by the Office of the Chancellor and at that point will be forwarded to the Registrar for implementation; the UCC Chair and Forum Chair will also be notified.

### **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.*

## 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. See the Undergraduate Catalog for a list of all courses meeting the Diversity Requirement.

The General Education council will review courses specifically proposed as meeting the University Diversity Requirement.

## 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:
  - a. To understand the United States today in terms of its diverse historical and cultural roots
  - b. 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
  - c. 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
- E. Specific requirements for diversity courses include the following:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

## UCC Current Policy History

*Polices Passed by the UCC concerning the committee's governance. (Reverse-chronological order)*

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

This provides for review outside 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  $\frac{1}{2}$  of the UCC membership for one year and the other  $\frac{1}{2}$  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.

## Curriculum Management and Expansion

### 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, have 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