

## **Resolution on Revision to Routine Curricular Flow for the Academic Senate of California State University San Marcos**

**Oct. 10, 2014**

RESOLVED, that the Academic Senate of California State University San Marcos adopt the routine flow of C-2 and P-2 forms as outlined below.

RESOLVED, that this resolution be sent to the Colleges and to the Chair of each College Curriculum Committee.

### **RATIONALE:**

With the goal of maintaining a thorough review of the curriculum while streamlining the review process, UCC proposes the following standard review:

Following careful review by the College Curriculum Committee, with signatures required from both the Committee Chair and the Associate Dean, C-2 forms that are not associated with a new program and all P-2 forms will move on to Academic Programs for further review by the UCC Chair and the Dean of Academic Programs. Should the changes be deemed 'not substantial', the curriculum is recommended for placement onto a UCC consent calendar. Should the changes be deemed 'substantial', the curriculum is recommended for placement in the UCC queue for review.

This change coincides with the introduction of the new electronic C-form. It is hoped that this new version will eliminate the need for some of the review currently taking place at UCC.

The proposal involves a phase-in process as follows:

- 1) Dean of Academic Programs and UCC Chair train the College Curriculum Committees on the review process and what is expected. Fall, 2014
- 2) Current curriculum in the queue is reviewed to either be sent back to the Colleges or proceed to UCC for Consent Calendar. Spring, 2015
- 3) Start process in Spring, 2015, hopefully coinciding with the introduction of the new electronic C-form.
- 4) Review the process during the transitional period on curriculum that has been passed. UCC Spring 2015 and Fall 2015
- 5) Make recommendations to the Senate EC on any revisions needed. Fall, 2015

## C-2 Form Review Process

Changes of title, number, and pre-requisites happen frequently, and need careful review by the originating department and college, then an information flow from there. More substantial changes to a course, or those that involve more than one college may need more broad review.

The process will begin with careful review by the College Curriculum Committee, with signatures required from both the Committee Chair and the Associate Dean. The C-2 then goes to Academic Programs for further review and signatures, then onto a UCC consent calendar where every member is able to review the form if desired and pull it from the consent calendar if discussion is needed. Minor discussions would take place at that time and a separate vote taken on that course, or it will be placed into the review queue if substantial discussion is necessary. Once approved and signed by the UCC Chair, the C-2 goes to the Senate consent calendar.

At any step in the process, any member of the College Curriculum Committee, UCC or an appropriate administrator, such as Associate Dean or Dean of Academic Programs, can bring the C-2 form to UCC for a full discussion.



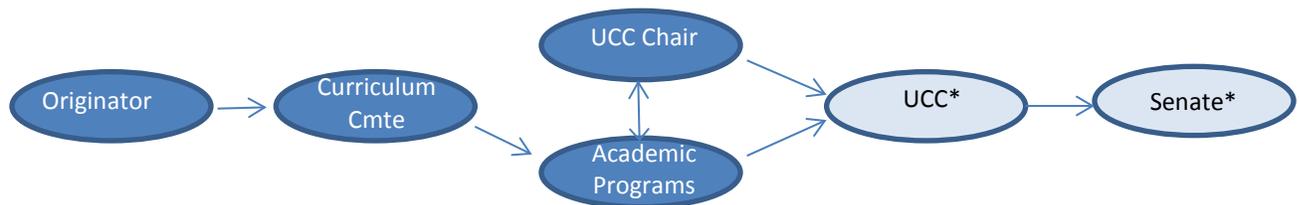
\*Consent calendar review unless otherwise requested by an earlier reviewer.

## P-2 Form Review Process

Changes to programs often happen as a result of the introduction of a new course or simple changes to existing courses. Such changes need careful review by the originating department and college, then an information flow from there. More substantial changes to a program, or those that involve more than one college may need more broad review.

The process will begin with careful review by the College Curriculum Committee, with signatures required from both the Committee Chair and the Associate Dean. The P-2 then goes to Academic Programs where it is routed to the UCC Chair for further review. If the UCC Chair and Dean of Academic Programs agree that the changes are not substantive as far as the integrity of the curriculum, the P-2 would be placed on the UCC consent calendar where every member is able to review the form if desired and pull it from the consent calendar if discussion is needed. Minor discussions would take place at that time and a separate vote taken on that change, or it will be placed into the review queue if substantial discussion is necessary. Once approved and signed by the Dean of Academic Programs and UCC Chair, the P-2 goes to the Senate consent calendar.

At any step in the process, any member of the College Curriculum Committee, UCC or an appropriate administrator, such as Associate Dean or Dean of Academic Programs, can bring the P-2 form to UCC for a full discussion.



\*Consent calendar review unless otherwise requested by an earlier reviewer.