SECTION 1 – UNIVERSITY CURRICULUM COMMITTEE

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1.1 UNIVERSITY CURRICULUM COMMITTEE RESPONSIBILITIES

The University Curriculum Committee (UCC) will study and evaluate the curriculum needs of the University by reviewing program, certificate, and course proposals (including courses proposed to fulfill specific general education and other designations as defined in the Curriculum Policies and Procedures Manual (CPPM)) that have been approved by college curriculum committees or programs that report directly to the Office of Academic Affairs (PPM 1-13, Article B -V, section 4, 4.5). A historical record of the disposition of all curriculum proposals will be stored in an appropriate medium.

The UCC will update the CPPM on a continuing basis, and an updated version of the CPPM will be maintained on the Faculty Senate website. Additionally, the Faculty Senate will publish a list of UCC members, along with curriculum submission deadlines for the current year.

1.2 GENERAL EDUCATION IMPROVEMENT AND ASSESSMENT COMMITTEE RESPONSIBILITIES

The General Education Improvement and Assessment Committee (GEIAC) will articulate the mission and goals of the General Education program and University core requirements and review these on a regular basis. GEIAC will define the standards for the General Education program and oversee their assessment, as well as the assessment of the University core requirements.
1.3 GEN ED RENEWAL PROCESS

Spring of 5th Year of the Renewal Cycle: departments are notified about GE renewals that will occur during fall of the 7th year of the cycle

Fall of 7th Year of the Renewal Cycle: Gen Ed course(s) reviewed by UCC

Successful Review: course(s) have their Gen Ed status renewed for an additional 7 years

Unsuccessful Review: Gen Ed course(s) put on probation

An Action Plan must be presented at the start of spring semester of the 7th year

Execute Action Plan, including collection of at least 1 semester of assessment data

Spring of 8th Year: Action Plan reviewed by UCC

Success Review: course(s) have their Gen Ed status renewed for 6 years

Unsuccessful Review: probation extended; further action plan required; Dean and Provost become involved
1.4 PROCEDURES INVOLVING BOTH GEIAC AND UNIVERSITY CURRICULUM COMMITTEES

GENERAL EDUCATION Section of Curriculum PPM (updated)

Consideration and approval of General Education (GE) and Diversity (DV) course proposals are responsibilities of the Curriculum Committee. Establishing and reviewing the mission statements and General Education Learning Outcomes (GELOs) related to the General Education program and other University degree requirements (DV) are responsibilities of GEIAC.

Any course seeking GE status (new or renewing) must undergo review to ensure that it appropriately addresses the current learning outcomes for the intended core, breadth, and/or diversity (DV) area. New GE courses are expected to be offered at least annually and are strongly recommended to have more than one faculty member in the relevant department who can teach them.

New GE Course Proposal
A new GE course is considered a program change. Effective dates for program changes are defined in PPM 4-2a. Any new GE courses will be reviewed by GEIAC before the proposals come to the UCC.

A new course (i.e., not previously taught or not previously taught with GE status) may be conditionally approved with GE status for 1 academic year. Final approval of GE status for a new course is contingent on at least two semesters of assessment data in a complete evidence of learning rubric for the specific area of GE (for examples, http://weber.edu/oie/gen_ed_assessment.html). New proposals for GE status that present at least two semesters of assessment data and complete evidence of learning rubrics will be granted GE status in a specific core, breadth, and/or DV area for a period of 6 academic years, or until major modifications of the Weber State University GE requirements warrant earlier review, or until the next scheduled review for its area attributes (whichever comes first).

Renewal of GE courses
A similar procedure and the same curriculum forms will be used to generate, review, and approve course proposals for renewing GE courses. Departments/programs with GE courses will be notified by the chair of the University Curriculum Committee of their impending review in the spring semester of the 5th year of renewal (see flow chart of General Education Renewal Process). GE courses will be reviewed by the UCC with GEIAC representation to determine renewal of GE status or probation during the fall semester of the 7th year of approval. In the event that the UCC does not unanimously approve a proposal for GE renewal, the process listed in the above section (New GE Course Proposals) will be followed.
Proposals for GE course renewal are required to present at least two semesters of assessment data in a complete evidence of learning rubric (for examples, http://weber.edu/oie/gen_ed_assessment.html) for the specific area, with the expectation that GE courses will be assessed at least once every 3 academic years.

GE course proposals that present at least two semesters of assessment data and complete evidence of learning rubrics will be renewed for a period of 7 academic years, or until major modifications of the Weber State University GE requirements warrant an earlier review. GE courses with assessment data that fail to meet stated thresholds will not necessarily be placed on probation, as long as there is a clear and actionable plan to address the problem (e.g., revision of pedagogy and/or learning outcomes). GE courses that fail (1) to present at least two semesters of assessment data, (2) to present complete evidence of learning rubrics, and/or (3) to execute an action plan to address problems will be placed on probation.

GE courses placed on probation during a 7th year fall review will retain their GE designation for the 7th year spring semester and subsequent academic year (8th year) so that they may execute an action plan to rectify the problem. Departments sponsoring a GE course placed on probation are required to submit an action plan by the first Curriculum meeting of the 7th year spring semester (see flow chart). This action plan must detail a timeline and method for collecting measurable assessment data in the GE course in at least one semester of the following academic year.

At the February UCC meeting of the 8th year spring semester, the execution of the action plan will be reviewed to determine whether the course will be renewed or continue on probation. GE courses removed from probation will be renewed for a period of 6 academic years, or until the next scheduled review for its area attributes. GE courses that fail to provide and/or execute successfully their action plan during their probationary period will continue on probation.

GE courses on continuing probation must resubmit an action plan by the final Curriculum meeting of the 8th year spring semester. This action plan must detail a timeline and method for collecting measurable assessment data in the GE course in at least one semester of the following academic year. The Department Chair, Dean & Provost (or their representatives) must attend the February UCC meeting of the 9th year spring semester (2nd year probation) to discuss the execution of the action plan. GE courses removed from probation will be renewed for a period of 5 academic years, or until the next scheduled review for its area attributes. GE courses that fail to provide and/or execute successfully their action plan during the continuing probationary period will remain on probation indefinitely with required annual review of assessment action plans involving the Chair, Dean, Provost and University Curriculum Committee until the problem is resolved.
1.5 **COMPOSITION OF UNIVERSITY CURRICULUM COMMITTEE**

In order to promote equity of representation and increased communication across campus, each college and the library will have at least one representative on the committee. These representatives will each serve three-year terms. The committee will also include at least two representatives from student government, the chair of GEIAC (ex officio), and the chair of the Graduate Council (ex officio). Finally, the administration will appoint a representative of the administration and one from Continuing Education (ex officio).

**FACULTY SENATE OFFICE**

The Faculty Senate Administrative Associate will be responsible for maintaining a hard copy of all course proposals and program changes acted upon by the full committee prior to fall 2015. This file is to be made available upon request by emailing curriculum@weber.edu. From fall 2015 forward, all curriculum proposals are stored and maintained in Curriculog. The Faculty Senate Office is located in the Miller Administration Building, MA 210J, Extension 6233.

1.6 **SUBMISSION OF CURRICULUM**

All departments launching curriculum proposals in Curriculog will be responsible for completing the appropriate forms, as well as providing all relevant supporting documentation. This information (i.e. proposal, comments and approvals) will be available to the campus community via Curriculog. **Please note** - General Education proposals do not go to college curriculum committees since proposals may originate from more than one college.