SECTION 1 - CURRICULUM COMMITTEE

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1.1 CURRICULUM COMMITTEE RESPONSIBILITIES

The Curriculum (CC) Committee shall 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 manual), which 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 4.5). A historical record of the disposition of all curriculum proposals shall be kept in the Faculty Senate Office.

The University Curriculum Committee will also update the University Curriculum Policy and Procedures Manual on a continuing basis. All departments/programs will be notified of any changes. The Curriculum Committee will distribute information on a yearly basis to all holders of the Curriculum Policy and Procedures Manual including a revised list of committee members serving on the University Curriculum Committee along with curriculum submission deadlines for the current year.

1.2 GENERAL EDUCATION COMMITTEE RESPONSIBILITIES

The General Education Committee (GE) shall articulate the mission and goals for the General Education program and University core requirements and review these on a regular basis. The General Education Committee shall define the standards for the General Education program and oversee the assessment of the General Education program and University core requirements.
Flow Chart of General Education Renewal Process

- Spring of 5th year Departments notified about GE renewal during fall of 7th year
- Fall 7th Year Review
  - SUCCESSFUL REVIEW Renewal of GE status for 7 years
  - UNSUCCESSFUL REVIEW Follow CPPM & present to GEIAC
    - Probation
  - PROBATIONARY PERIOD Present action plan at start of 7th year Spring
    - Execute action plan, including collection of assessment data for at least 1 semester
  - 8th year Spring Action plan reviewed
    - SUCCESSFUL REVIEW Renewal of GE status for 6 years
    - UNSUCCESSFUL REVIEW Continuing Probation, Action Plan, Dean and Provost involved
1.4 PROCEDURES INVOLVING BOTH GEN ED AND CURRICULUM COMMITTEES

GENERAL EDUCATION Section of Curriculum PPM (updated 4/14/16)

Consideration and approval of General Education and Diversity (DV) course proposals are responsibilities of the Curriculum Committee. Establishing and reviewing the mission statements and intended learning outcomes (ILOs) related to the General Education program and other University degree requirements (DV) are responsibilities of the General Education Improvement & Assessment (Gen Ed) Committee.

Any course seeking general education (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 General Education courses will be reviewed by General Education Improvement and Assessment Committee (GEIAC) before the proposals come to University Curriculum Committee. (This review by GEIAC may reveal the need to update or modify the existing learning outcomes.)

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 a new course for GE status is contingent on at least one semester 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 courses for GE status that present at least one semester 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 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 courses. GE courses will be notified by the Curriculum Committee of their 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 Curriculum Committee with GEIAC representation to determine renewal of GE status or probation during the fall semester of the 7th year of approval. In circumstances of dissension in Curriculum Committee for a GE renewal, the process listed in New GE Course Proposals, will be followed.
GE courses seeking 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. At least two semesters of assessment data are required because GE courses should be assessed at least once every 3 academic years.

GE courses 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 first Curriculum 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 must attend the first Curriculum 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 Curriculum committee until the problem is resolved.

1.5 COMPOSITION OF CURRICULUM COMMITTEE

In order to promote equity of representation and increased communication across campus, it is recommended that each college and the library have a representative on the committee. In addition, the committee should include at
least two representatives from student government, a representative from the administration (ex officio), the chair of Graduate Council (ex officio), and one from Continuing Education (ex officio), as appointed by the administration. The chair of the General Education Improvement & Assessment Committee shall also serve as an ex officio member of the committee. Membership on the University Curriculum Committee must have representation from the seven colleges and the Library with a rotation of new members with experienced continuing representatives.

FACULTY SENATE OFFICE
The Faculty Senate Administrative Specialist will be responsible for maintaining a file in the Faculty Senate Office 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 proposal 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 initiating curriculum proposals will be responsible for initiating the appropriate forms along with pertinent information regarding the proposal in Curriculog. This information will be available (i.e. proposal, comments and approvals) to the campus community via Curriculog. Please note - General Education proposals do not go to College Curriculum Committees since proposals may originate in more than one college.