

**Tenth-Year Review: Revised 4/26/17**  
**COMMITTEE ON COURSES** [Tier 1]

1) Name of Committee followed by [Committee Tier Number in brackets]:  
Committee on Courses [Tier 1]

2) Brief Description of the Committee:  
The Committee on Courses shall be responsible for the University's curriculum.

3) Background:

4) Charge and Responsibilities:  
The Committee on Courses shall be responsible for: (1) Screening all proposals for course changes and reporting its recommendations to the University faculty through the Faculty Senate; (2) Directing the University editor on the content and structure of the University Catalog; (3) Consulting with the Undergraduate Council and the Graduate Council on curricular patterns of concern; (4) Participating, on behalf of the University faculty, in planning the development and improvement of the instructional program of the institution; (5) Reviewing courses not taught on a regular basis; (6) Determining whether courses satisfy Cultural Literacy and Core Education requirements~~the multicultural requirement~~; (7) Monitoring adherence to the approved curriculum, standards, and policies on an as-needed basis; and, (8) Providing advice and assistance to schools and departments in the planning of the curriculum. When the committee is recessed, the chair of the committee shall have authority to approve immediate emergency requests for course changes subject to review when the committee resumes business. This authority may be delegated to the Provost in the absence of the chair.

5) Membership Requirements:  
Membership of the Committee on Courses consists of:

- ~~of 7 teaching faculty. Maximum of 9 teaching faculty – broadly represented, no two from the same department, no more than two from the same school or college (except CAS), and at least one from each of the three CAS subdivisions of Natural Sciences, Humanities, and Social Sciences with no two from the same department, nor more than two from the same school or college, with the exception of the College of Arts and Sciences, nor no more than two from any one of the three CAS divisions of Natural Sciences, Social Sciences and Humanities;~~
- 2 students, one graduate student and
- one undergraduate student;
- Faculty Senator Liaison

Plus the following ex officio, non-voting members: ~~an~~

- Assistant Vice Provost of Academic Affairs,
- Catalog Editor or designee,
- Director of Academic Advising or designee,
- University Registrar or designee, ~~and~~
- Dean of the Graduate School ~~Vice Provost for Graduate Studies~~ or designee.

A quorum must be present for voting. A quorum shall consist of a majority of the voting members. A quorum, which shall consist of a majority of voting members, must be present

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| for voting.

6) Leadership Structure (Chair, Convener &/or Staff):

- a) Chair: elected from the committee membership
- b) Convener: Assistant Vice Provost of Academic Affairs
- c) Staff: Curriculum Coordinator in the Provost's Office

7) Election Schedule for Chair (quarter, week or “at the first meeting”):  
First meeting of fall term (chair shall serve through the summer)

8) Length of Term:  
a) Non-Students (faculty, OA's, OR's, Classified): 3 years, staggered  
b) Students: 1 year  
c) Ex Officio: indefinite

9) Term Limits:  
a) For the Chair: 2 consecutive terms  
b) For Committee Members: none  
c) Ex officio: none

10) Frequency of Meetings:  
2 hrs weekly for the first 6-8 weeks of each quarter (excluding summer)

11) Workload Designation expressed as [Tier # in brackets] followed by hours/year:  
a) For the Chair: [1+] (80 hours or more)  
b) For Committee Members: [1] (50 hours/year or more)

12) Reporting Deadline(s):  
The Committee on Courses shall report to the University Senate in the fall, winter and spring academic terms. Each report shall be in the form of a preliminary report of curricular changes which shall be approved by the University Senate before implementation. An annual written report shall be submitted by the Committee Chair to the Senate President and Senate Executive Coordinator no later than June 1.

13) Current Members [Leave blank at present]:

14) Type:  
Standing Committee

15) Category:  
Academic

16) Selection Process:  
Appointed

17) Additional Information:  
Additional information can be found on the University Senate Committee Archive page or by contacting Kathy Warden, curriculum coordinator.