RESOLVED: that the Academic Senate approve the document “Academic Affairs Committee: Structure and Responsibilities as the University Curriculum Committee”, to be included in the Academic Planning Manual.

RATIONALE: The AAC has been functioning as the University Curriculum Committee for several years with no formal description of its structure and responsibilities. In addition, the AAC has taken on the oversight of CARS and has new responsibilities regarding School Curriculum Committees. This document makes the multiple roles and responsibilities of the AAC more clear.

APPROVED BY THE ACADEMIC SENATE ON MAY 21, 2009
SENT TO PRESIDENT FOR APPROVAL ON MAY 6, 2010
APPROVED BY THE PRESIDENT ON MAY 10, 2010
ACADEMIC SENATE

Academic Affairs Committee

Structure and Responsibilities as the University Curriculum Committee

I. Structure

a. In accordance with the shared governance policies of the CSU Board of Trustees, Section 102.b of the University Handbook assigns primary responsibility for the educational functions of the University to the Faculty.

b. Section 103.2.2 of the University Handbook acknowledges the CSUB Academic Senate as the body through which the Faculty “exercises its members’ collective knowledge, experience, and judgment.” Specifically identified as a responsibility of the Academic Senate is the area of “curricular policy, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs, and academic standards” (see sub-section a.2). The authority of the Academic Senate to act for the Faculty is affirmed in Article 3, Section 2 of the Constitution of the General Faculty.

c. Article 3, Section 1 of the Constitution of the Academic Senate empowers the Senate to establish committees necessary for the performance of its duties, and in the Senate Bylaws, Section IV, subsection B.1, the Academic Affairs Committee is established to advise the Senate on all academic matters, to serve as the University-wide Curriculum Committee for inter-school programs.

II. Division of Curricular Responsibility

a. The AAC delegates direct responsibility for intra-school curricular and catalog matters to the respective School curriculum committees. To ensure transparency, annual reports are submitted by each of the respective School Curriculum Committees to the AAC to summarize their activities and actions for the year. These reports are due to the AAC by June 1st of each year.

b. The AAC further delegates direct responsibility for the oversight of the following programs to the Committee on Academic Requirements and Standards (CARS): all general education areas (A, B, c, and D) and themes (I, II, III); American Institution (AI) requirements for history and government; foreign language requirement; gender, race, ethnicity (GRE); computer and information literacy (CILC); graduate writing assessment requirement (GWAR); first-year experience (RUSH-A); and the pre-baccalaureate program.
c. The AAC retains direct responsibility for inter-school curricular and catalog matters. For the purposes of this oversight, inter-school is meant to include only those programs "that have required courses for majors and/or minors (i.e., not electives) in more than one school" (Section IV.B.1 of the Academic Senate Bylaws).

III. Operational Guidelines

a. In reviewing reports from the respective schools, the primary function of the AAC will be to ensure that university and school policies and procedures have been adhered to. Discovery of policy and/or procedural violation(s) will result in a notice to the relevant school curriculum committee with the expectation that the violation(s) will be addressed and/or corrected. This notice will be copied to the relevant School Dean and the Office of Academic Programs.

b. In monitoring the work of CARS, the primary function of the AAC will be to ensure that university and relevant program/requirement policies and procedures have been followed. Discovery of violation(s) will result in a notice to the relevant program/requirement committee with the expectation that the violation(s) will be addressed and/or corrected. This notice will be copied to CARS and the Office of Academic Programs.

c. In its role as the University Curriculum Committee, standard curricular operating procedures will be observed. In general, it is expected that petitioners for any action will present the appropriate paperwork (i.e., the standard course approval form used by Academic Affairs, recommended catalog copy, etc.); evidence of support for the requested action by the affected parties (i.e., approval by the affected School curriculum committees, Departmental comment, etc.); or, in the case of a dispute, written position statements from the appropriate parties; and willingness to appear before the AAC if requested.

IV. Records

a. Regular meeting minutes will be maintained by the AAC to reflect the business of the Committee.

b. In addition, records of all AAC actions will be maintained in the office of the Academic Senate.

c. Actions from the AAC, functioning as the University Curriculum Committee, will become part of the AAC Minutes and reported to the Academic Senate.

Approved by the Academic Senate May 21, 2009

Sent to the President on May 6, 2010