Committee on Academic Requirements and Standards
(CARS)

This committee will oversee all university-wide academic requirements other than those of majors or minors and report to the Academic Affairs Committee of the Academic Senate. University-wide academic committees that will report to this committee include the General Education Area and Theme Committees, the Roadrunner Resources for Undergraduate Success & High-Achievement Committee (RUSH-A), the American Institutions Committees-History and Government (AI), the Graduate Writing Assessment Committee (GWAR), the Gender, Race and Ethnicity Committee (GRE), the Computer and Information Literacy Committee (CILC), the Pre-Baccalaureate Committee, the Foreign Language Requirement Committee. A flow chart is attached to the end of this report.

Recommended membership

Membership of CARS will consist of elected representatives from each of the Schools: Natural Sciences and Mathematics (two members), Humanities and Social Sciences (two members, one from the Humanities and one from the Social Sciences), Education, and Business and Public Administration; and one Roadrunner Advising Fellow. The Associate Dean of Undergraduate Studies and the Assessment Director will serve as ex officio members.

Recommended reporting lines

CARS will report at least annually to the Academic Affairs Committee of the Academic Senate.

Recommended tasks and responsibilities

The first responsibility will be to determine or confirm the memberships of all university-wide academic committees. This should include consultation with the Provost and/or Senate where appropriate. After membership is established, the following are initial tasks and responsibilities.

Oversight

1. General oversight and coordination of the university-wide academic programs and/or courses.

2. Receive, review and make recommendations regarding proposals for global curricular changes (those impacting more than one program or department or the entire university). It is recommended that when policy or provisions are adopted, the committee should pay careful attention to implementation issues and consequences related to Schools and
programs. Ultimate approval of such curricular changes resides with the AAC and the Academic Senate.

3. Establish a process for appeals regarding certification or decertification of courses meeting university-wide academic requirements.

4. At the beginning of each academic year, request the Provost (or other appropriate administrator) to convene the university-wide academic committees to elect a chair and inform CARS of committee membership and planned meeting calendar.

5. At the beginning of each academic year, request that the university-wide academic committees remind all faculty under their oversight of their respective goals and objectives. This is especially important for new faculty and departments should be encouraged to orient new faculty on the basics of the GE and other university requirements.

6. Forward meeting schedules and any other relevant information to Undergraduate Studies (to be incorporated into the web pages).

Assessment

7. Receive, review, and make recommendations on assessment reports from the university-wide academic committees.

8. Oversee syllabi basics in courses satisfying university-wide academic requirements. For example, syllabi should have a statement that course meets a university-wide academic requirement, should include common goals and objectives specific to the requirement, and should align with other general provisions (such as the rule that a course can count for a Theme only if taken after gaining Junior status.)

9. Establish an assessment calendar for university-wide academic programs and/or courses with timely reminders.

10. Enforce the writing requirements in GE Theme courses by requesting that the assessment reports from Theme Committees include assessments of the writing components in their courses.

Student Access

11. Oversee of student access to courses satisfying university-wide academic requirements in terms of time-blocks and days of the week as well as monitoring the balance of instruction among tenure-track and non-tenure track instructors.

12. Request from the appropriate administrator each quarter, a listing of the courses satisfying university-wide academic requirements by time block and remind the schools
of the need to provide adequate access to students both at the main campus and at Antelope Valley.

13. Remind the academic deans each quarter, that the needs of evening students not be overlooked. E.g., the M and N (8-10pm) time blocks appear underutilized.

Academic Year 2007-2008 Committee on Academic Requirements and Standards

1. Jacquelyn Kegley (Philosophy-Humanities), Chair
2. Anne Duran (Psychology-Social Sciences)
3. Maynard Moe (Biology-NS&M)
4. Andreas Gauber (Physics-NS&M)
5. Chris Doyle (Education)
6. Steven Daniels (BPA)
7. Alicia Rodriguez (History-Fellow)
8. John Dirkse, Undergraduate Dean, Ex Officio
9. Emerson Case, Rush-A Chair, Ex Officio