Adopted: January 31, 1989

ACADEMIC SENATE
OF CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Background statement: The existing process and deadlines for the review of curricula for the catalog have become cumbersome. Due to the tremendous volume of materials submitted during a very short time span, major program proposals may not be receiving the consideration they deserve while minor alterations in course descriptions may consume more time than necessary. To add to the logjam of committee work, other curricula items must be tabled until catalog materials are cleared. In response to this problem noted by a general consensus of past Curriculum Committee members and representatives of the office of Academic Affairs, an altered timeline is being proposed along with a diagrammatic clarification of the flow of information during the curriculum review process.

AS-309-89/CC

RESOLUTION ON THE CURRICULUM REVIEW PROCESS

WHEREAS, The current catalog cycle allows for faculty review at the university level for approximately two months and this presents a formidable burden to all those involved in the review process; and

WHEREAS, Curriculum review should be a consistent, ongoing process; and

WHEREAS, Some confusion may exist as to the flow of information during the curriculum review process; therefore, be it

RESOLVED: That the catalog cycle be refined beginning with the plans for the 1992-1994 version such that the first portion of the review process be concerned with program changes and proposals (proposals of new, or substantial changes in existing, minors, majors, concentrations, specializations, or programs) while the second part focuses on individual course changes; and be it further

RESOLVED: That the program proposals for the 1992-1994 catalog be submitted to the Academic Senate during the Fall 1989 and Winter 1990 quarters and that the individual course changes be submitted to the Academic Senate during the Fall 1990 and Winter 1991 quarters, and that this pattern be established for ensuing catalog cycles; and be it further

RESOLVED: That the accompanying diagram be used to not only clarify the flow of information for all curricula considerations but also to stress the degree of cooperation and responsibility expected at all levels of review.

Proposed By:
Curriculum Committee
November 10, 1988
The Curriculum Review Process

*Examples—Library, Student Academic Services, COOP
State of California

Memorandum

From: Warren J. Baker

To: Charles T. Andrews, Chair
Academic Senate

Subject: Resolution Regarding Curriculum Review Process (AS-309-89/CC)

On February 15, 1989 I acknowledged receipt of the subject resolution adopted by the Academic Senate and indicated that I was referring the issue to Vice President Wilson for review. I have now received a report from him indicating that both he and Bill Rife were involved during the early stages of the drafting of this resolution and are fully supportive of it. Accordingly, the resolution is hereby approved.
Memorandum

To: Deans: Phil Bailey, Harry Busselen, Lark Carter, Day Ding, Glenn Irvin, Peter Lee, Ken Walters
Chairs and Heads of Academic Departments

From: Interim Associate Vice President
for Academic Programs (2246)

Subject: Catalog Deadlines

Date: April 13, 1989
File No.: Chars and Heads

State of California

The Academic Senate has passed, and President Baker has approved, a resolution (AS-309-89/CC), which changes the deadlines for catalog proposals. These two sections of the resolution describe the changes:

Resolved: That the catalog cycle be refined beginning with the plans for the 1992-94 version such that the first portion of the review process be concerned with program changes and proposals (proposals of new, or substantial changes in existing, minors, majors, concentrations, specializations, or programs) while the second part focuses on individual course changes; and be it further

Resolved: That the program proposals for the 1992-94 catalog be submitted to the Academic Senate during the Fall 1989 and Winter 1990 quarters and that the individual course changes be submitted to the Academic Senate during the Fall 1990 and Winter 1991 quarters, and that this pattern be established for ensuing catalog cycles.

These changes mean that you may want to begin now to consider what proposals you will make for the 1992-94 catalog, so that you'll be ready to submit them early next academic year. If you're thinking about proposing a new major, minor, concentration, or specialization or if you plan to make substantial changes in an existing program, you'll need to meet with Mary Whiteford, Catalog Coordinator, and me, before you write the proposal. Please call 2246 to make an appointment or ask questions.
Memorandum

To: Warren J. Baker  
   President

From: Malcolm W. Wilson  
   Vice President for Academic Affairs

Subject: AS-309-89/GC : Resolution on the Curriculum Review Process

Both Bill Rife and I both participated in the drafting on this resolution and it has our endorsement.
February 21, 1989

Malcolm,

This is in response to your request for a recommendation on AS-309-89/CC.

This resolution establishes new time lines for large and small catalog proposals: for the 1992-94 catalog, large proposals (for example, for new degree programs) will be considered by Sen Cur Com in FQ89 and WQ90, and small proposals (for example, for changes in courses) will be considered in FQ90 and WQ91; this two-year cycle will be repeated for subsequent catalogs.

I recommend that the President approve this resolution because I believe it will provide a smoother working pace for everyone doing catalog work. It should also allow more careful consideration of large proposals, away from the clutter of small ones.

The resolution includes a chart of the curriculum review process, made by Tina Bailey. No one else can make much of it, but Tina is very proud of it.

Bill

Cal Poly
San Luis Obispo, CA 93407
Memorandum

To: Charles T. Andrews, Chair
    Academic Senate

From: Warren J. Baker

Subject: Academic Senate Resolutions

This will acknowledge your February 7 memo with which you transmitted several resolutions accepted by the Academic Senate at its January 31, 1989 meeting. The Senate's Resolution AS-308-89 deals with the internal operations of the Academic Senate itself and requires no further action on my part. The other four resolutions are being referred to appropriate university staff for review and comment as follows:

AS-305-89/IC regarding making the Research Committee an elected committee is being referred to Vice President Wilson.

AS-307-89/IC regarding the Human Corps is being referred to Dean of Students Hazel Scott and Vice President Wilson.

AS-308-89/IC regarding Minor Capital Outlay is being referred to Executive Dean Douglas Gerard.

AS-309-89/CC regarding the curriculum review process is being referred to Vice President Wilson.

I will act on these resolutions as soon as I have their comments back. If any questions arise, I will be in touch with you.

X: Bob Lucas (AS-305-89)
    Bill Rife (AS-309-89)

Please review the Academic Senate Resolution and provide recommendations to me.

Date: February 15, 1989

Copies: M. Wilson
        H. Scott
        D. Gerard