

Faculty Senate Curricular Affairs Committee Operating Procedures

RESPONSIBILITIES & MEMBERSHIP

The membership and responsibilities of the Curricular Affairs Committee are described in the following sections of the Faculty Senate Constitution and Bylaws. General information about Faculty Senate Standing Committees, their purpose, and their responsibilities can be found in Section 7 of the Senate Constitution and Bylaws

(https://www.uvm.edu/faculty_senate/faculty_senate_constitution_and_bylaws).

7.1.5.1 Curricular Affairs Committee. This committee shall have responsibility for matters related to undergraduate and graduate educational policy and long-range academic planning, including items referred to in Sections 1.1b, 1.1e, 1.1f, 1.1g, 1.2a, and 1.2k. It shall review proposals to initiate, alter, or terminate programs from the Schools and Colleges. Actions taken by this committee and approved by the Faculty Senate will be sent to the Provost for action. The Curricular Affairs Committee shall have double the numbers of members stipulated in 7.121a.

7.1.2 Composition.

7.1.2.1 Elected Members.

- a) **Number.** Except as described below, standing committees and standing subcommittees shall be composed of at least one member from the Colleges of Arts and Sciences, the College of Agriculture and Life Sciences, the College of Education and Social Services, the College of Engineering and Mathematical Sciences, the Larner College of Medicine, the College of Nursing and Health Sciences, the Grossman School of Business, the Rubenstein School of Environment and Natural Resources, and the University Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.
- b) **Eligibility.** Any eligible faculty member (as defined in section 2.1) may stand for election by their college or school to serve on a standing committee except as otherwise stated in these Bylaws.
- c) **Term.** Members of the standing committees shall be elected for three years or as otherwise stated in these Bylaws, starting on July 1. Terms shall be staggered so that approximately one-third of the standing committee members shall be elected each year.
- d) **Election.** The election of standing committee members shall be the responsibility of the individual college and school faculties. Elections shall be held no later than March of each year and shall be conducted by secret ballot distributed to all eligible faculty members of the college/school. An opportunity must be provided for all eligible faculty members to volunteer to run for election to Senate standing committees. The Faculty Senate shall supervise the elections of Senate standing committees; concerns regarding election irregularities must be communicated to the Senate President by May 1.
- e) **Vacancies.** If a standing committee member vacates their seat the vacancy shall be filled by a special election within the unit from which the member was elected. The term of a member

under these circumstances shall commence immediately and shall normally be for the unexpired term of the regularly elected member. If a standing committee member is granted leave for one year or less a replacement shall be elected by a special election within the unit to take the absent standing committee member's seat for the period of the leave.

- f) **Attendance.** A standing committee member absent from two committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated their seat.
- g) **Members of the Senate.** A standing committee member may also serve as an elected senator. Standing committee members are members of the Senate without vote if not also an elected senator.

7.1.2.2 Ex Officio Members. The Senate President is a voting ex officio member of every Faculty Senate committee and subcommittee, with the exception of the Nominating Committee in 3.5, and may designate a member of the Executive Council to act on their behalf. The Faculty Senate Vice-President is a nonvoting ex officio member of every Faculty Senate committee and subcommittee except when serving as the Senate President's designee.

7.1.2.3 Student Members.

- a) The Student Affairs Committee and the Educational and Research Technologies Committee shall include one graduate and one undergraduate student member designated by student governing bodies for a one-year term.
- b) The Professional Standards Committee shall not include student members.
- c) Standing committees may invite one graduate and one undergraduate student designated by student governing bodies to serve on the committee for a one-year term.

Student members serving on committees are voting members of that committee but may not serve as chair.

7.1.2.4. Resource Personnel. Standing committees may add nonvoting resource personnel on the basis of their position, interest, or expertise.

7.1.4 Committee Officers. The chair of each standing committee shall be elected by each committee from its elected membership for a one-year term. Faculty Senate office staff will keep minutes. Standing committee chairs or their designees shall serve as faculty representatives to the appropriate Board of Trustees committees (9.1). The duties of the chair shall be to report to the Senate at least once a year, schedule and conduct meetings, follow up on actions of the committee, serve as committee spokesperson with respect to the duties in 7.13(e), serve as voting members of the Faculty Senate, and serve on the Executive Council.

COMMITTEE PROCEDURES – General

Meetings: The CAC meets on the first Thursday of each month from 4:15pm to 6:15pm. Any deviations to this pattern are indicated in the meeting schedule posted on the Faculty Senate website (https://www.uvm.edu/faculty_senate/senate_calendar); a list of all meetings for that academic year is also included on each agenda. If there are no items requiring discussion, cancellation of a meeting is at the discretion of the CAC Chair. As indicated in the Faculty Senate Bylaws, members that miss three or more meetings in a year may be asked to leave the committee

Materials: An agenda and documents related to all items to be discussed are distributed at least three days prior to a meeting. Members are expected to read all documents carefully and be prepared to discuss and vote.

Chair Elections: Chairs are elected for one-year terms. A call for nominations (self or from another committee member) will be made at the April meeting, and voting will occur prior to the May meeting, ideally by April 15. Ballots will be distributed electronically by the Faculty Senate staff and votes collected anonymously.

Chair Responsibilities: Chairs coordinate the workflow for the committee including circulation of proposals, gathering and responding to public comment, and assigning subcommittees to review proposals. Chairs plan the agenda for the meetings, facilitate the meeting and are responsible for follow-up communication with appropriate parties related to decisions made by the committee. Chairs represent the CAC on the Faculty Senate Executive Council, at the Faculty Senate and at the Board of Trustees meetings. Chairs are also responsible for preparing triennial reports for Board of Trustees meetings.

End of Year Report: At the end of each academic year, the CAC Chair writes a report summarizing the work of the committee for that year. Reports are submitted to the Faculty Senate Office and posted on the Faculty Senate website (https://www.uvm.edu/faculty_senate/curricular_affairs_committee).

Operating Procedures: Operating procedures will be reviewed yearly. Modifications/revisions will be submitted to the Senate Executive Council for review and approval.

COMMITTEE PROCEDURES – Academic Matters

Academic matters include new programs, significant revision of existing programs, program deactivations, program terminations, name changes, and course prefix approval. Guidelines for proposals are posted on the Faculty Senate website

(https://www.uvm.edu/faculty_senate/curricular_affairs_committee). All proposals are circulated (abstract or complete document) to the faculty and deans for comment at least 15 days prior to CAC discussion and voting. The CAC Chair is responsible for transmitting comments anonymously to the CAC Review Subcommittee (described below).

Review Subcommittee Membership: All new program proposals are carefully reviewed by a subcommittee comprised of one or more (typically two) CAC members. Proposals for significant revision of existing programs, program deactivations, program terminations, name changes, and course prefix approvals are reviewed by a subcommittee or the committee as a whole depending on the extent of the proposal; more extensive proposals are assigned to a subcommittee. CAC members from the proposing unit cannot serve on the review subcommittee. Members with direct conflicts of interest are also ineligible.

Review Subcommittee Responsibilities: Subcommittees are charged with reviewing proposals based on University policies, the published guidelines relevant to the proposal, and comments submitted during the 15-day comment period. Reviews often involve discussion with the proposers and/or other relevant parties. If the proposal is revised during the review process, the subcommittee or proposer is responsible for sending the revised document to the CAC Chair who transmits it to the Faculty Senate and Provost's offices. At the end of their review, the subcommittee writes a report that summarizes the proposal and any additional information gathered during the review process, and indicates their recommendation to the committee.

Voting: The Review Subcommittee is responsible for presenting a proposal to the full committee. For proposals not assigned to a subcommittee, the CAC Chair is responsible for presenting. The committee discusses the proposal until members are ready to vote. Proposals reviewed by a subcommittee come to the floor as a seconded motion; proposals reviewed by the committee as a whole require a motion and a second prior to voting. All members may vote on a proposal unless there is a direct conflict of interest, in which case a committee member abstains from voting. Records of votes are recorded in the meeting minutes.

COMMITTEE PROCEDURES – Academic Program Review

The CAC works in conjunction with the Provost's Office to carry out the Academic Program Review Process. Specific responsibilities of the CAC are indicated below.

Internal Review Subcommittee (IRS): A subcommittee comprised of two CAC members is charged with internal oversight of each APR. A CAC member cannot serve on a subcommittee for programs in which they have appointments. For programs that include graduate-level degrees, at least one of the subcommittee members must be a faculty member in the Graduate College.

Voting: All members of the CAC are eligible to vote; members who are part of the program under review may choose to abstain. The CAC does not vote to approve a program, but rather votes to approve the IRS's report summarizing the review process. Once approved, reports are transmitted to the Provost's Office.

Summary and Two-Year Follow Up Meetings: The Chair of the CAC chairs a summary meeting for each APR which includes the program or department heads, the relevant Deans, and Vice Provost for Academic Affairs and Student Success as soon as possible after the CAC approves the report. A summary report from this meeting is generated by the Provost's Office and signed off on by the Dean(s), the Vice Provost for Academic Affairs and Student Success, and the Chair of the CAC. Two-year follow-up actions are facilitated by the Provost's office. Programs must provide a written report documenting progress on issues identified in the Summary Meeting. The Program, Dean(s), or Vice Provost may request an in person meeting to discuss progress. Chair of the CAC are included in communications and as signatories on the 2 year written report.