

## 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](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 7.1.2.1a.

### **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 each of the major academic units (the Colleges of Arts and Sciences, Agriculture and Life Sciences, Education and Social Services, Engineering and Mathematics, and Medicine; the College of Nursing and Health Sciences, Business Administration, and Natural Resources; and the Offices of Extension, and of the 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 may stand for election by his/her 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 April 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 his/her seat the vacancy shall be filled by a special election within the unit from which s/he 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 from which s/he was elected to take the absent standing committee member's seat for the period of the leave.
- f. Attendance. A standing committee member absent from three committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated his/her 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 his/her 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. Standing committees may invite graduate and/or undergraduate students designated by student governing bodies on a one-year renewable basis to serve on the committee.
- b. In addition to the faculty members elected as described above, the Student Affairs Committee and the Educational and Research Technologies Committee shall also include a graduate and undergraduate student member designated by student governing bodies, renewable yearly.

**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. The chair of each committee shall appoint a secretary to 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](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. If a member is out of town, arrangements may be made for that person to participate by calling in.

*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 for discussion.

*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 support staff and votes collected anonymously. Voting may occur by show of hands if there is unanimous consent from the committee to do so.

*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](https://www.uvm.edu/faculty_senate/curricular_affairs_committee)).

*Operating Procedures:* Operating procedures will be reviewed each year at the April or May meetings. 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 terminations, name changes, and course mediation. Guidelines for proposals are posted on the Faculty Senate website ([https://www.uvm.edu/faculty\\_senate/curricular\\_affairs\\_committee](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 30 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 two CAC members. Proposals for significant revision of existing programs, program terminations, name changes, and course mediation 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 30-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. See Appendix A for an outline of a CAC Review Subcommittee report.

*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.

*External Reviewer Selection:* The CAC Chair participates in selection of external reviewers for each program.

*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. Specific responsibilities are described in Appendix B.

*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. Guidelines for the content of an IRS report can be found in Appendix C. Once approved, reports are transmitted to the Provost's Office.

*Summary and Two-Year Follow Up Meetings:* The Chair of the CAC chairs both the summary and two-year follow up meetings for all APRs.

**MEMO**

**To:** Curricular Affairs Committee of the Faculty Senate  
**From:**  
**Date:**  
**Re:** [Approval/Disapproval] of a proposal for a new [program title] submitted by [responsible Unit(s)]

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We have reviewed a proposal for a new [program title] submitted by [responsible Unit(s)] and recommend [approval/disapproval]. [Indicate Departments and/or Faculty involved in the new program as relevant. Specify an intended start date.]

**NOTES:**

- Copying/pasting directly from the proposal and/or paraphrasing language in the proposal is fine and encouraged.
- You should not need to come up with any of this information yourself, all of it should be in the proposal.
- Include (where relevant) any important information you obtained in communications with the proposers. Ask the proposers to revise their proposal if there are any substantive changes and have them send a final version to you and copy the CAC Chair who will pass it on to the Faculty Senate office.
- Proposals are all unique; reorganize the sections/information below in whatever way best suits the proposal you're reviewing. The justification, evidence for demand, and relationship to other programs often make sense to group differently. Just be sure to include all the essential information somewhere.

***Program Description and Rationale***

- Describe the main elements of the program including (as appropriate):
  - › overview of primary purpose (e.g. this new BA will provide students the skills necessary to...)
  - › specific program objectives
  - › synopsis of the curriculum
  - › intended audience (this is particularly important for certificate programs)
- Describe the rationale for inaugurating the new program including (as appropriate):
  - › philosophic goals of the program
  - › relationship to missions of University and Unit
  - › general need (elaborate below or include justification in this section instead; whatever works best)

***Justification and Evidence for Demand***

- Summarize the justification for inaugurating the new program including:
  - › education, social, and/or job market needs
  - › specific local and/or regional needs
- Provide evidence that there's a demand for the program (i.e. demonstrate that there's a source of students that will enroll in the program)

### ***Relationship to Existing Programs***

- Summarize the unique features in comparison to other UVM programs
- Compare features/components to those at other institutions if relevant
- Describe any connections to existing UVM programs (e.g. if a BS program could provide potential candidates for an existing graduate program)
- Indicate any potential effects on other academic Units/Departments; reference letters of support from affected Units/Departments as appropriate
- Comment on any substantial concerns raised during the comment period and the proposers' response

### ***Curriculum***

- List or summarize learning objectives/outcomes [these could also be included in the Program Justification and Rationale if it makes more sense]
- Provide an overview/summary of the requirements for completion
- Include a list/table of required courses (example table below)
- Include elective options in the table of courses if there are a small number of courses; describe the options if there's extensive list
- Clearly indicate new courses; include whether they have been submitted in Course Leaf (you can search by course number here <https://catalog-next.uvm.edu/courseadmin/> to see if a form exists in the system and where it stands in the approval process; new courses MUST be submitted in parallel with the proposal)
- Indicate any effects on existing courses (e.g. is there capacity in existing required course)
- Indicate any limitations/restrictions on courses (e.g. students in X major will not be able to count Y course towards completion of the program)

### **Required Courses**

<b>Number</b>	<b>Name</b>	<b>Credits</b>

### ***Admission Requirements and Process***

- Describe how candidates will apply to the program and criteria for admission
- Note any requirements for staying in the program (e.g. minimum GPA) as appropriate
- Indicate any majors/minors, etc. that will NOT be eligible for the program

### ***Anticipated Enrollment and Impact on Current Programs***

- Indicate number of students anticipated in the first year and in following years
- Note any impact on current programs not included in previous sections
- Comment on any substantial concerns raised during the comment period and the proposers' response

### **Advising**

- Describe the mechanism by which students will be advised
- Indicate Unit(s) responsible for managing the advising process

*NOTE – It is not sufficient to simply state that the program will oversee advising. Specific processes and parties involved must be described.*

### **Assessment Plan**

- Indicate how the program will be assessed including metrics for evaluation and a plan for obtaining the necessary information

*NOTE – It is not sufficient to state that the program will be evaluated via standard departmental procedures and the APR process (though those should be included as appropriate). The plan need not be extensive, but it should be specific in terms of the metrics they'll use for evaluation.*

### **Staffing Plan, Resource Requirements, and Budget**

- Indicate any resources necessary for the new program including (as appropriate):
  - › staff positions
  - › faculty positions
  - › administrative positions (including administrative duties that would become part of an existing faculty member's workload)
  - › classroom space and/or equipment
  - › library resources
- Provide a summary of how the funds will be obtained for the required resources. The proposal should include cost estimates for the first year and total for first five years. Go into details wherever seems necessary/appropriate.

*NOTE – If the program relies exclusively on existing resources this section can be very brief, but should still be included.*

### **Evidence of Support**

- List all parties that have provided letters of support for the new program

### **Summary**

- Summarize the main components/features of the new program
- Highlight the main strengths if you recommend approval or indicate what the program lacks if you recommend disapproval
- Provide your recommendation to approve or disapprove the proposed new program

Appendix B

## Academic Program Review Internal Review Subcommittee Roles & Responsibilities

Programs that are NOT Externally Accredited

Responsibilities	Chair	Member	Third Member <sup>1</sup>
Read & thoroughly understand the Program's Self-Study	Yes	Yes	Yes
Attend second-day working breakfast	Yes	if Chair is unable to attend	No
Attend the exit interview at the end of the site visit	Yes	Yes	invited
Receive the reports of the external reviewers	Yes	Yes	Yes
Receive the formal response of the chair/program director and dean	Yes	Yes	
Meet with the chair and the program faculty after their receipt of the external reviewers' report if the program desires it	Yes	Yes	Yes
Based on participation in the exit interview, reading of the self-study and external reviewers' reports, responses of the dean and chair/program director, and meeting with the program faculty, write a subcommittee report summarizing and offering perspective on the program and the process	Yes	collaborates on writing report	collaborates on writing report
Offer the program the opportunity to respond to the draft <b>subcommittee</b> report	Yes	Yes	
Present their report and recommendation to the full CAC for discussion and formal action	Yes	Yes	Yes
Participate in APR Summary meeting (6 mos. from exit interview)	Yes	No	No

<sup>1</sup>Third member appointed from outside the CAC only when a graduate program is being reviewed and the internal review subcommittee lacks a Graduate College member.



Programs that ARE Externally Accredited

<b>Responsibilities</b>	<b>Chair</b>	<b>Member</b>	<b>Third Member<sup>1</sup></b>
Read & thoroughly understand the program's reaccreditation report and related materials	Yes	Yes	Yes
Meet with the authors of the reaccreditation report, in order to gain additional perspective on the program	Yes	Yes	Yes
Based on the review of reaccreditation materials, write a subcommittee report presenting their perspective on the program and the external reaccreditation materials.	Yes	collaborates on writing report	collaborates on writing report
Offer the program the opportunity to respond to the draft <b>subcommittee</b> report	Yes	Yes	
Present the reaccreditation report to the full CAC for discussion and formal action. An author of the reaccreditation report may be invited to be on hand for the presentation, in order to answer questions.	Yes	Yes	Yes
Participate in APR Summary meeting (6 mos. from exit interview)	Yes	No	No

<sup>1</sup>Third member appointed from outside the CAC only when a graduate program is being reviewed and the internal review subcommittee lacks a Graduate College member.

**Faculty Senate Curricular Affairs Committee**  
**Academic Program Review Subcommittee Report**  
**[Name of Program]**  
**[Date]**

**Academic Program Review Subcommittee:**

**External Reviewers:**

The external review team visited the University of Vermont's [name of program] for a/an XXX-day review on [dates of external review team's visit] as part of the [department's/program's/unit's] Academic Program Review (APR). This report summarizes the strengths and weakness of the program identified through the review process, provides a synopsis of the external reviewers' recommendations [and responses from the program], and offers the APR internal review subcommittee's conclusions.

**Overview of [Name of Program]**

- Degrees offered
- Number of faculty and ranks
- Number of majors/minors as appropriate and how numbers have trended over time
- Compare enrollments to similar programs at comparable institutions and/or national trends
- Other services or notable features of the program (e.g. service teaching; outreach)

**Strengths and Weaknesses**

Summarize the main strengths and areas identified in need of improvement noted in the external reviewers' report. Include any responses from the program and/or information from the self-study as appropriate. Short overview paragraphs with bullet points are fine.

**External Reviewers' Recommendations**

Summarize the recommendations documented by the review team and include any responses from the program. Organize by section as appropriate (e.g. by individual program/degree if the review assessed multiple programs/degrees and the recommendations are unique for each one; by category – faculty; curriculum, etc.). Short overview paragraphs with bullet points are fine.

**Summary and Conclusions**

- Hit the highlights of the program's strengths and reiterate the most substantial/relevant recommendations
- Describe the interactions that occurred between the internal review subcommittee and the department/program following the external reviewers' visit (e.g. met with the Department Chair; met with the faculty; exchanged e-mails)
- Note any recommendations made by the external reviewers that the subcommittee feels are not appropriate with an explanation for the internal subcommittee's conclusion if necessary
- Indicate any steps the program has taken since the external reviewers' visit to address weaknesses and/or recommendations if appropriate
- Provide the internal subcommittee's final recommendation regarding approval of the program