



Academic Senate • 1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

**W\* EPC 15-13 Revision to the University Curriculum Committee Charge**

**M/S/P 5/6/15**

(Supersedes AAAP010.004)

**RESOLVED:** The University Curriculum Committee (UCC), as a standing committee of the Academic Senate, reviews and approves University Curriculum;

**RESOLVED:** The University Curriculum Committee, which reports to the President or designee, the Provost/Vice President for Academic Affairs, and the Academic Senate, has the following responsibilities:

- Review and recommend approval or disapproval of new, modified, or discontinued programs and courses to ensure that the academic standards of the university are met in accordance with the university strategic plan and system-wide and campus policies;
- Review and recommend action on appeals of college curriculum related decisions;
- Review and recommend action on proposals returned to the originating unit for revisions or additional information by off-campus approval bodies;
- Identify curricular policy issues to be referred to the Educational Policies Committee of the Academic Senate;
- Prepare annual and monthly reports for the Academic Senate and, Provost/Vice President for Academic Affairs.

**RESOLVED:** The UCC will be composed of approximately Twenty (20) members, including the Chair. The Membership of UCC shall be comprised as follows:

Voting Members

- 1 Academic Senate appointment
- 1 Faculty member from each college and/or school, elected by the college and/or school
- 1 Instructional dean
- 1 University Library representative
- 1 Student representative
- 1 General Education Committee, chair or designee
- 1 Educational Policies Committee, chair or designee
- 1 Graduate Council, chair or designee
- 1 Program Review Panel, chair or designee
- 1 University Student Learning Outcomes Assessment Committee, chair or designee

#### Ex-officio Members

- AVP for Academic Resource Management and Planning
- AVP for Academic Programs
- University Registrar or designee
- Staff Member—Institutional Research and Planning (IRAP)
- Staff Member – Academic Programs
- Staff support provided by Office of Academic Programs
- the AVP for Academic Programs will act as the administrative liaison to the committee to schedule and coordinate its activities.

**Resolved:** To maintain continuity in decision making, all terms of service will be staggered and members will serve for a period of two academic years. The Committee will elect its own chair annually at the last meeting of the academic year.

**Resolved:** The committee will meet the second and fourth Wednesday of each month during the academic year. The first meeting of the fall term will commence in September and the first meeting of the spring term will commence in February.

**Resolved:** The Committee will prepare written monthly and annual reports on its activities and make recommendations based on its experience. The reports will be submitted to the Chair of the Academic Senate, and the Provost/Vice President for Academic Affairs.

**RESOLVED:** While decisions of the Committee are normally final, under extraordinary circumstances they may be referred by the Academic Senate to the Senate Executive Committee for adjudication<sup>1</sup>; and be it further,

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<sup>1</sup> Examples of “extraordinary circumstances” include, but are not limited to, decisions made contrary to normal procedures; decisions that are arbitrary, unreasonable, prejudiced or capricious; and decisions involving conflicts of interest. The burden of proof that the decision was incorrect lies with the party making the appeal. Errors in procedure will normally be remanded back to the committee for reconsideration.