



**Date:** September 27, 2018  
**To:** Veena Prabhu, Academic Senate Chair  
**From:** Paul Nerenberg, Educational Policy Committee Chair  
**Copies:** R. Roquemore, M. Hawley, C. Pugh, Z. Cui, E. Tam  
**Subject:** Proposed Changes to Appendix F of the *Faculty Handbook* (EPC 17-09)

The Curricular Review Process (CRP) outlined in Appendix F of the Faculty Handbook was most recently revised in 2003. Since then Cal State LA has completed a transition to the semester system that has rendered many of the timelines in the CRP out of date. There are also dated references (e.g., “pink sheets”) used in several parts of the CRP. Lastly, following the Q2S transition, the Curriculum Subcommittee conducted a survey of faculty and staff regarding the CRP during that transition. The responses to this survey contained several common concerns around the issue of unresolved challenges to curriculum proposals.

In response to all of the issues mentioned above, the Curriculum Subcommittee and EPC worked to update and modify Appendix F so that it would be appropriate for the semester system and explicitly address some of the concerns regarding the handling of unresolved challenges to curriculum proposals in the CRP. With specific respect to the latter, we have added a clear directive for time-certain meetings with both proposers and objectors to be arranged in the event of unresolved challenges reaching Curriculum Subcommittee, GE Subcommittee, or EPC itself.

It should be noted that Cal State LA will be transitioning later this academic year from Sharepoint to Curriculog as its software solution for curriculum proposal management and that this transition may necessitate additional changes to the CRP. Nonetheless, it was the strong feeling of those on EPC that these changes to the Curricular Review Process should be implemented as soon as possible. EPC unanimously approved these proposed policy modifications at its meeting on September 12, 2018.

The following is a guide to the various changes proposed for Appendix F:

- Line 4: Editorial change.
- Lines 13-19: Replaced “quarter” with “semester” and streamlined overall policy goal.
- Lines 23-24: Replaced dated reference to “Office of Academic Technology Support”.
- Line 37: Updated to reflect schedule of modern curriculum calendar.
- Line 52: Editorial change.
- Lines 59-62: Replaced language to indicate that not all proposals will require a time-certain, but proposals with unresolved challenges will automatically receive a time certain with invitations to both proposers and objectors.

- Lines 72-74: Replaced dated references to “pink sheets”.
- Lines 76-80: Replaced language to indicate that not all proposals will require a time certain and adopted common language for proposals with unresolved challenges (see changes for lines 59-62 above).
- Line 95: Removed unnecessary language about effective date of policy.
- Line 96: Removed language describing a mandatory annual review of the CRP.

# Curricular Review Process

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3 (Senate: 1/30/96; President: 5/7/96; Editorial Amendment: 9/00, 9/03)

4 Intent: It is the intent of these curricular review procedures to accomplish the following:

- 5 A. To ensure that the primary responsibility for development of curriculum remains  
6 with the faculty;
- 7 B. To ensure that comprehensive consultation takes place in the course of curriculum  
8 development;
- 9 C. To place greater responsibility for review and approval of curricular proposals at  
10 the college level, leaving EPC, its subcommittees and University academic  
11 administrators free to devote their time to policy items and to major curricular  
12 proposals rather than to the approval of every curriculum change;
- 13 D. To ensure the new curriculum calendar meets the objective of having  
14 unchallenged, new curricular proposals approved or disapproved within one  
15 quarter after release from the initiating college and to have new proposals with  
16 challenges approved or disapproved within two quarters. TO STRIVE TO HAVE  
17 NEW CURRICULAR PROPOSALS APPROVED OR DISAPPROVED  
18 WITHIN ONE SEMESTER AFTER RELEASE FROM THE INITIATING  
19 COLLEGE.

- 20 1. Each college shall establish procedures for dealing with curricular items. These  
21 procedures must provide for consultation with other departments within the college, when  
22 appropriate, and with all other colleges. The executive secretary of EPC, the appropriate  
23 University level curricular dean, the Library and the Office of Academic Technology  
Support THE COLLEGE INFORMATION TECHNOLOGY SERVICES, must be  
24 included in this consultation process prior to consideration by the college curriculum  
25 committees. Deadlines for responses within the college and for action by college  
26 curriculum deans may be set by the colleges, except that the procedures must provide for  
27 a ten working day response time for requests for consultation sent outside the college.  
28 Attempts to reconcile differences shall be made prior to consideration by the college  
29 curriculum committee, but if informal consultation fails to reconcile the differences the  
30 objecting party shall have the opportunity to present his or her case at a time certain to  
31 the college committee. Modifications of college procedures must be submitted to EPC for  
32 review and approval.
- 33 2. After approval by the appropriate college curriculum committee and college dean,  
34 curricular items shall be forwarded to the executive secretary of EPC together with all  
35 consultation sheets and all resolved and/or unresolved challenges. The executive  
36 secretary of EPC shall, within two THREE meetings after the date of receipt of the  
37 proposal, either approve the proposal and add it to the curriculum or forward it to the  
38 appropriate EPC subcommittee. A proposal that is not approved by the executive  
39 secretary of EPC and not added to the curriculum or involves a new major program,  
40 option, minor, credential program or certificate, a change in general education, a change  
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- 42       in upper division writing courses required by the University, or resolution of an  
43       unresolved challenge, shall be forwarded to the appropriate EPC subcommittee.
- 44       3. The subcommittee executive secretary shall agendize the proposal no later than two  
45       meetings from the date of receipt of the proposal from the executive secretary of EPC. If  
46       there are no challenges to the proposal or all challenges have been resolved at the college  
47       level, the subcommittee may act on the proposal or set a time certain for discussion of the  
48       proposal with appropriate faculty. If the challenges were not resolved at the college level,  
49       the subcommittee shall invite the proposers of the curricular item and the objectors at a  
50       time certain to discuss the issues.
- 51       4. Items referred to EPC shall be agendized with a time certain in order to expedite  
52       committee action. If approved by EPC it THESE may be approved by the executive  
53       secretary of EPC and added to the curriculum without further action.
- 54       5. New major programs, new minor programs, new certificate programs, and new credential  
55       programs shall, after approval by the appropriate subcommittee and university level dean,  
56       be forwarded to the executive secretary of EPC who shall add them to the EPC agenda no  
57       later than two meetings from the date of receipt of the proposal, together with  
58       information indicating whether or not there have been any challenges to the proposal at  
59       the college or university subcommittee level that remain unresolved. The proposal shall  
60       be agendized with a time certain in order to expedite committee action. IN CASE OF  
61       UNRESOLVED CHALLENGES, BOTH PROPOSERS AND THE OBJECTORS  
62       SHALL BE INVITED TO A DESIGNATED TIME CERTAIN. If approved by EPC, the  
63       executive secretary of EPC may take the appropriate action of approving and adding to  
64       the curriculum, or forwarding to the Provost and Vice President for Academic Affairs for  
65       approval and forwarding to the Chancellor's Office and/or the Commission on Teacher  
66       Credentialing as may be required.
- 67       6. Proposals affecting courses or themes in the General Education Program shall, after  
68       approval by the appropriate college curriculum committee and college dean, be  
69       forwarded to the executive secretary of EPC together with all consultation sheets and all  
70       resolved and/or unresolved challenges. The executive secretary of EPC shall log in  
71       receipt of the proposal and, within three working days, shall forward it to the Dean of  
72       Undergraduate Studies who shall, within three working days, issue a "pink sheet"  
73       NOTIFICATION to all faculty who shall then have ten working days to respond. At the  
74       expiration of the "pink sheet" RESPONSE deadline, the Dean of Undergraduate Studies  
75       shall add the proposal to the General Education Subcommittee agenda no later than two  
76       meetings after the deadline. The proposal shall be agendized with a time certain in order  
77       to expedite subcommittee action. The proposers of the item and the objectors, if any,  
78       shall be invited at the designated time certain. IN CASE OF UNRESOLVED  
79       CHALLENGES, BOTH PROPOSERS AND THE OBJECTORS SHALL BE INVITED  
80       TO A DESIGNATED TIME CERTAIN. After approval by the General Education  
81       Subcommittee, the proposal shall be forwarded to the executive secretary of EPC with a  
82       recommendation for inclusion in the curriculum or a recommendation that the matter be  
83       reviewed by EPC. The executive secretary of EPC shall add the proposal to the EPC  
84       agenda no later than two meetings from the date of receipt of the proposal from the  
85       subcommittee(s). The executive secretary of EPC may also refer the item to EPC at his or  
86       her own volition.

- 87     7. If the proposal is not referred to EPC it may be approved and added to the curriculum by  
88       the executive secretary of EPC without further committee action.
- 89     8. Modifications of the General Education Program, i.e., "Definition, Philosophy and  
90       Criteria for General Education Breadth Requirements," structure of the program such as  
91       organization of blocks and number of units in blocks, and number of units in the  
92       program, are policy issues that must be referred to EPC and, if approved by EPC, must be  
93       forwarded to the Executive Committee of the Academic Senate for normal Senate and  
94       Presidential approval.
- 95     9. These procedures are effective Summer Quarter, 1996.
- 96     10. These procedures shall be reviewed by EPC after one year.