

HUMBOLDT STATE UNIVERSITY
ACADEMIC SENATE

Resolution on the Effective Date for Curriculum Changes

#03-08/09-EP – September 23, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that beginning in Fall 2010, only one version of the University curriculum and catalog (*HSU Catalog*) will be in effect during each academic year, and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends to the President that beginning in Fall 2009, the deadline for submitting approved Curriculum Changes to the Registrar's Office will be set at the latest date that will permit the Registrar's office to complete the work necessary to be able to build the schedule of classes for the next academic year. Any changes submitted after that deadline will take effect in the Fall of the year after the subsequent year.

Rationale: Our current system permits changes to the non-print version of the catalog each semester. In addition to creating confusion for students, this system makes computerized degree-checks (DARS, for example) extremely complex. By having only one version of the catalog in effect (in any format) for each academic year, we communicate more effectively with students.

The deadline for submitting course changes needs to be in the Fall (most likely sometime in November) because the Registrar's Office must have all information about a course entered into PeopleSoft before the process of building the schedule can begin. Because students register for Fall courses in April, the building of the schedule must be done in February.

Working with this deadline will require that we learn to plan differently. Here is a sample timeline:

- *Early Spring of 2009, complete Assessment, start planning Curricular changes*
- *Late Spring 2009, early Fall 2009, submit changes to College Curriculum committee*
- *Hypothetical due date for approved changes to Registrar: Nov. 15, 2009*
- *Changes submitted by the due date take effect in Fall 2010*
- *Changes submitted AFTER that due date (Dec. 2009, for example) take effect in the Fall of 2011.*

Most other CSU campuses have similar policies with only one catalog in effect during each academic year, and a November deadline for catalog changes.

PASSED – September 23, 2008
Approved – October 10, 2008, President Richmond

Distribution: Email to all VP Offices

Merry Schellinger

From: Rollin Richmond [rollinr@humboldt.edu]
Sent: Friday, October 10, 2008 3:33 PM
To: Saeed Mortazavi; Merry Schellinger
Cc: Bob Snyder; Denice Helwig; Mary Greta; Steven Butler; Hillary Dashiell; Dave Kornreich
Subject: Responses to your memoranda of October 8, 2008

Luna
||

cc: Senate Exec

Dear Saeed and Merry:

This is in response to two resolutions recently adopted by the Senate.

1. Resolution on the Effective Date for Curriculum Changes (#03-08/09-EP) I approve this resolution and congratulate the Senate for proposing a change that will ensure that we have only one catalogue in effect in a given academic year. This will simplify understanding of curricular offerings for students and faculty and provide staff in the Registrar's Office with a timely means of entering data in our student system. I ask that the Provost and Vice President for Student Affairs ensure that faculty and staff are given annual notices of the deadlines for processing curricular changes. The proposed timeline included with this resolution may be a good model for these deadlines.

2. Approval of Draft Academic Calendar 2009/10. I thank the Senate for this resolution and approve its application for the coming academic year.

Thank you, Rollin

Rollin C. Richmond, President
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Merry Schellinger

From: Merry Schellinger [mbs7001@humboldt.edu]
Sent: Wednesday, October 15, 2008 2:34 PM
To: Carl Coffey (Carl Coffey); Kate Stroup; Lorraine Dillon; Lura Holtkamp; Mary Greta (Mary Greta); Melanie Miller; Robert Gunsalus; Robert Snyder; Steven Butler
Cc: Benjamin Shaeffer; 'Bernadette Cheyne (E-mail)'; Cindy Moyer ; Dave Kornreich; John Powell ; Mark Larson; 'Marshelle Thobaben (E-mail)'; Martin Flashman; 'Merry Schellinger (E-mail)'; Patty Lindley; 'Robin Meiggs (E-mail)'; 'Rollin Richmond (E-mail)'; Saeed Mortazavi; Sondra Schwetman
Subject: Senate resolution distribution
Attachments: Resolution03-08-09-EPPASSED.doc

TO: All Division Vice Presidents
FROM: Academic Senate Office
CC: Senate Executive Committee

The attached resolution, "Resolution on the Effective Date for Curriculum Changes" (#03-08/09-EP) has been approved by the Senate and by President Richmond. Beginning in Fall 2010, there will be only one version of the University curriculum and catalog (HSU Catalog) published and in effect during each academic year. The timetable for implementation is included in the resolution.

Please share this information, as appropriate, within your Division. Approved senate resolutions are also posted on the Senate's web page at: <http://www.humboldt.edu/~acadsen/res.htm>.

The Senate and the President have approved the Draft Academic Calendar 2009/2010. An administrative memorandum will be forthcoming from the Office of Academic Affairs regarding the calendar.

If you have any questions, please contact the Senate Office. Please note, as a new procedure implemented jointly by the Office of Academic Affairs, Office of the President, and the Senate Office (i.e., Lura, Greta, and Merry), approved resolutions which reflect policy or procedural changes for the university will be forwarded to all division vice presidents and office staff for dissemination as appropriate within each division.

Thanks,

Merry

Merry Schellinger, ASC
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