

Resolution on the Academic Planning and Curriculum Process
#14-08/09-Virnoche (Revised) (Amended March 24, 2009) – April 7, 2009

RESOLVED: That the Academic Senate of Humboldt State University create a standing committee called the Integrated Curriculum Committee (ICC) with the given charge outlined in the "ICC Constitution," submitted as a supporting document to this resolution; and be it further

RESOLVED: That the "ICC Constitution" will be added to the *Faculty Handbook* as Appendix G; and be it further

RESOLVED: That appropriate editorial changes be made to the *Faculty Handbook* to reflect committee name changes and the addition of a new Senate standing committee; and be it further

RESOLVED: That all other college and university-wide curricular bodies, including those working on General Education, Diversity and Common Ground, Learning Outcomes and Assessment Oversight, be dissolved at the close of the 2008-09 academic year; and be it further

RESOLVED: In September 2012 the Academic Senate will convene an ICC Review Committee of the following: ICC Chair, Chair of the Academic Senate, Registrar and Vice Provost. The Committee is charged with reviewing the ICC and reporting to the Academic Senate by December 2012 on their findings. The Committee will report on the effectiveness of ICC structure and work flow processes as measured by the following criteria: timely completion of tasks, reasonable workloads and successful nominations processes. The report should be short (3-5 pages) and draw on ICC member experiences, as well as input from the campus community; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached document be forwarded to the General Faculty for a vote of acceptance or rejection in the next election of Spring 2009.

BACKGROUND AND RATIONALE:

WASC and Keeling & Associates reports strongly advised a restructuring of the HSU curriculum and academic planning processes. The Provost called for volunteers and appointed an ad hoc committee to address issues identified in these reports and noted below. This group was constituted as the "Curriculum Review Process (CRP) Working Group and later adopted the name "ICC Planning Group."

Committee Members included (Mary Virnoche, ICC Planning Group Chair, Sociology; Cindy Moyer, Music & Academic Senate Secretary, Chair of Senate Academic Policies Committee; Greg Crawford, Oceanography; John Powell, Philosophy, General Faculty President; Jena Burges, Vice Provost; Harry Wells, CAHSS Associate Dean; and Hillary Dashiell, Registrar)

The Committee Chair asked the Vice Provost to collect and present to the group a range of curriculum and academic planning models from other universities. The group reviewed these models and began work adapting one of the models to meet local needs and goals. The ICC Planning Group met 1-2 days a week during the 2008-2009 academic year.

Current and earlier drafts of this resolution and the supporting documents were shared with the campus community. College curriculum committees and the University Curriculum Committee were also invited to comment on an earlier draft. Official comments and testimony were introduced on the floor of the Academic Senate and entered into the record. The Chair of the ICC Planning Committee offered testimony on noted themes in comments received by the committee from individuals. Senate consideration of the ICC appeared at "time certain" on agendas to further facilitate the public forum on the ICC.

The curricular and academic issues and goals addressed:

- Existing curriculum processes and structures inhibit a desired cross-college and university-oriented conversation on curricular changes as they are proposed. Instead, in a system in which each college plans in isolation from the other colleges, a university-wide conversation only occurs at the UCC level once considerable work has gone into proposal design and review at the college level. Additional issues with curricular changes are sometimes not identified until changes have passed the UCC and reach the Office of the Registrar.
- There are currently no standing faculty-based structures for university-wide academic planning in the form of an Academic Strategic Plan; further, no criteria exist for evaluating new program proposals in light of potential other uses of limited university-wide resources.
- We have not yet fully integrated the learning outcomes (Departmental, Diversity and Common Ground, General Education and HSU Learning Outcomes) and related assessment processes into the ongoing conversation of academic and curriculum planning.
- The University Curriculum Committee exists as an administrative committee, charged with recommending curricular policy to the Academic Senate and with advising the Provost and Vice President for Academic Affairs on various curricular matters. In the past, the Academic Senate has not been directly involved with Academic and Curricular planning beyond policy documents.

The design of the ICC is meant to address the above and meet these goals:

- Streamline and coordinate across units the academic planning and curriculum process;
- Eliminate replication of work and contradictory decisions found in old processes;
- Reduce curricular workload with a vision for structuring strategic planning into the academic planning and curriculum processes; and
- Create a structure that fosters trust and communication between faculty, administration and staff.

PASSED – APRIL 7, 2009

Approved – May 5-6 – General Faculty Special Election

Integrated Curriculum Committee Constitution

March 10, 2009 (Amended March 24, 2009)

1. Institutional Location

The Integrated Curriculum Committee (ICC) is a standing committee of the Humboldt State University Academic Senate.

2. Spirit of the ICC Constitution and Relationships to the Academic Senate & Campus Communities

The HSU Academic Senate charges the ICC with the careful consideration and deliberation of all academic planning and curriculum matters. It is the expectation of the Academic Senate that ICC members work collaboratively and act in the best interest of the university-wide community and in consideration of the HSU mission and strategic plan. Given this expectation, the Academic Senate will accept most ICC recommendations without further deliberation. Still, any recommendation may be further deliberated by the full Academic Senate. Mechanisms for moving an item for deliberation are described below in the section on “Post ICC Decision Processes.”

The Academic Senate further notes that while the ICC is charged with developing and applying Academic Planning and Curricular task processes, there are important elements of college-wide and inter-college collaboration that are not the focus of this new body. Testimony received during the deliberations on the ICC indicated a desire for more curricular collaboration and sharing. The Academic Senate encourages the appropriate bodies such as college councils of chairs and cross-college affinity groups to structure regular conversations to facilitate collaboration and sharing of ideas regarding change. These conversations should be conceived as mechanisms that foster creativity, sharing and collaboration. The ICC as outlined in this constitution will be the only campus body with the authority to approve or decline academic planning and curriculum proposals.

3. Membership

In order to benefit from expertise in a range of curriculum-related roles, the committee will include the following members.

Faculty (12)

- **Chair, Integrated Curriculum Committee**
(Also serves on the Academic Senate Executive Committee)
- **Chair, Academic Policies Committee**
(Also serves on the Academic Senate Executive Committee)
- **Nine (9) Faculty Members**
(Three faculty members from each college including 1 Chair and 2 at large)
- **One (1) Graduate Council Faculty Representative**

Membership cont.

Administration (5)

- **Vice Provost**
- **Three (3) deans (or designees)**
- **Director of Learning Assessment**

Staff (2)

- **ICC Staff Member (ASC or related position in the Vice Provost's office)**
- **Catalog Editor or Degree Audit Report Staff Member**

Students (2)

(As determined by Associated Students)

Registrar or designee (1)

4. Subcommittees

The ICC Chair, in consultation with the ICC members, will coordinate the allocation of tasks to the subcommittees (See Section 8 on Agenda Constitution and Task Assignment).

Subcommittee on Course and Degree Changes (CDC)

Membership (committee elects a Chair from the CDC faculty members)

- One faculty member from each college
- Catalog Editor or DARS Staff Member
- ICC Staff Member

Scope of Work

- Evaluate and respond to assigned course and degree change proposals, including General Education and Diversity and Common Ground course approval requests, using specific decision making criteria (i.e. 120 unit limit; plans for appropriate course rotation; and comparative data on similar programs)
- Develop and update as needed a template for reporting out of Subcommittee to the ICC the evaluation criteria and related recommendations on a proposal

Subcommittee on Program Planning and Assessment (PPA)

Membership (committee elects a Chair from the PPA faculty members)

- One faculty member from each college
- Graduate Council Faculty Representative
(Only during review of Graduate Program Plans)
- Director of Learning Assessment

Scope of Work

- Evaluate and respond to Program Planning and identified Assessment Reports using specific decision making criteria
- Develop and update process and evaluation criteria for Program Planning including a template that identifies the criteria and is used for reporting out of Subcommittee to the ICC the recommendations on Program Planning Reports
- Develop and update a timeline for the Program Planning process that staggers department or unit submissions deadlines and distributes across the academic year the committee workload
- Develop and update process and evaluation criteria for Assessment work including a template that identifies criteria and is used for reporting out of Subcommittee to the ICC the recommendations on Assessment Reports
- Develop a timeline for the Assessment processes

Subcommittee on Academic Master Planning (AMP)

Membership

- ICC Chair (*also serves as AMP Chair*)
- One representative from each college Council of Chairs
- Graduate Council Faculty Representative
(Only during review of Graduate Program Plans)
- Dean of each college or her/his designee
- Dean, Library (or designee)
- Vice Provost

Scope of Work

- Annually review and update the *Academic Master Plan*
- Develop and update process, proposal formats and evaluation criteria for Pre-proposals of New Programs and New Program Full Proposals including a template for reporting out of Subcommittee to the ICC recommendations on proposals *
- Develop and update the *HSU Curriculum Handbook* and related web resources

* Proposals that constitute changes to the *Academic Master Plan* include new major, minor and option proposals, as well as proposals based on approved pilot projects. Through the “Pre-proposal” process, units will seek permission to develop a Full New Program Proposal. The pre-proposal process serves two functions: It initiates an early university-wide conversation on a new program idea. Also, in cases where a unit is denied permission for further planning, considerable resources may be saved.

5. Related Senate Committee – Academic Policies Committee

Institutional Location

The Academic Policies Committee (APC) is a standing committee of the Humboldt State University Academic Senate. APC replaces the Educational Policies Committee.

Membership

- APC Chair (Senate Secretary and member of the ICC)
- 2 Senators (not members of the ICC)
- 3 faculty members at large (not members of the ICC)
- 2 students (one as decided by AS to hold an ICC seat)
- Vice Provost (ICC member)
- Registrar or designee (ICC member)

Scope of Work and Reporting Structure

- The Academic Policies Committee develops and maintains the academic policy of Humboldt State University
- Items placed in the APC queue may originate from the ICC, the Academic Senate, APC members and other university community members
- APC will regularly update in consultation with the ICC the prioritization of items
- Changes and proposals developed by the APC will be vetted through the ICC with recommendations forwarded to the Senate
- The APC chair will introduce to the Academic Senate all APC policy changes and respond to questions and issues raised on the senate floor
- Academic Senate recommendations on APC matters will follow the normal processes for all items deliberated by the Senate

6. Nominations and Elections

The ICC Chair and six (6) additional ICC faculty members are elected by the General Faculty. The Nominating and Elections Committee of the General Faculty will conduct all nomination and election processes in accordance with the provisions of General Faculty Constitution and Bylaws. The faculty members elected by the General Faculty will serve staggered three-year terms so that ICC subcommittees noted below will include at least two faculty members with previous experience serving on the subcommittee (Table 1). When a faculty member leaves before term completion, the body will follow the process for filling vacancies that occur between regular elections, as outlined in the General Faculty Constitution and Bylaws.

Table 1: Subcommittee College Faculty Seat Election Schedule

	Subcommittee Seat Requiring Election	
Rotation Year	Course and Degree Changes	Program Planning and Assessment
Year 1*	CAHSS	CNRS
Year 2	CNRS	CPS
Year 3	CPS	CAHSS

*The rotation of replacements will be initiated with the 2010-11 membership decisions.

A Department Chair Representative from each college will be elected by his or her respective Council of Chairs for a two-year term on the ICC Academic Master Planning Committee.

A Graduate Council Faculty Representative will be elected by Graduate Council to serve a one-year term.

The Chair of the Academic Policies Committee is determined as noted in the Bylaws of the Academic Senate.

7. Meeting Schedules

The ICC and its Subcommittees meet in alternating weeks during a two-hour time block designated prior to the scheduling of Fall classes. There is no expectation for meetings outside this time block. Prior to each new term, the Chair of the ICC will identify the rotation of ICC Full Committee and Subcommittee meeting dates. The Chair of the ICC may also cancel meetings.

8. Agenda Constitution and Task Assignment

All academic planning, curricular change proposals and policy items are submitted to the ICC via the Vice Provost's Office. The ICC Chair builds the agenda for each ICC meeting in consultation with the Vice Provost and assisted administratively by the ICC Staff person located in the Vice Provost's Office. The ICC staff person will screen materials submitted and return incomplete proposals to the originating unit. The ICC weekly agenda is posted on the Web and built around four areas:

Consent Calendar

This calendar provides a mechanism to quickly process routine items under one umbrella. The process is intended to save time, while still creating a mechanism for review of even simple

items: Any member of the ICC may move that an item be removed from the Consent Calendar and placed on the Assignment Action Calendar. If there are no objections to items on the Consent Calendar, the slate is passed on to the Academic Senate.

Consent Calendar Items

- Deleting Course from catalog
- Requesting change in course #
- Requesting change in course title
- Requesting change in grading mode
- Catalogue copy corrections or changes not related to curricular proposals

Assignment Action Calendar

These are new items for the ICC that were not appropriate for the Consent Calendar and require Subcommittee or Committee attention (Table 3).

Voting Action Calendar

The Voting Action Calendar includes items requested by a Subcommittee or the Committee on Academic Policy for ICC decision. In some cases, the ICC may agree that immediate deliberations of assignment action calendar items were sufficient and may immediately move an item to the Voting Action Calendar.

Information Calendar

This calendar provides a mechanism for ICC members to share updates on academic planning and curricular work in progress.

Table 3: Subcommittee and Committee Assignment Designations Based on Action Item Type

Subcommittee or Committee	Action Item Type
Course and Degree Changes (CDC)	Course Changes including approval for GE, Institutions and DCG designation Degree Changes New Courses -- unless they are in a package with a new program for which AMP is responsible
Program Planning and Assessment (PPA)	Program Plans Assessment Reports (aggregate reports – not individual department reports) Revisions to learning outcomes for GE, DCG, Institutions and HSU

Academic Master Planning (AMP)	Pre-proposals Program Proposals Pilot Programs Program Elimination Academic Master Plan Curriculum Handbook
Academic Policies Committee (APC)	Policies

9. Decision Making Processes and Voting

The ICC is a consensus building body facilitated by the Chair of the ICC. The ICC makes recommendations to the Academic Senate. In cases where more than one ICC member is in disagreement on an item, the Chair of the ICC will call for a vote. All members of the ICC, except the Vice Provost, may vote.

The ICC Chair in consultation with the ICC will assign items to a subcommittee lead or committee as noted above, though a Subcommittee without work may assist another Subcommittee. As items are assigned as part of the ICC general meeting, ICC members may provide immediate input and raise questions. ICC members are not expected in preparation for the meeting to read all materials passing through the body, though Deans (or designees) are expected to more carefully monitor items central to their college. In addition, College Chair representatives communicate with their respective bodies regarding items of particular salience to their college.

The Subcommittee or Committee member assigned to lead an item through the ICC process will note questions and input raised by the ICC at introduction of the item. He or she also compiles the formal record on a proposal based on Subcommittee or Committee processes and report formats or templates. This formal record provides a mechanism for answering possible future questions regarding proposal recommendations and rationale. While one Subcommittee/Committee member leads any inquiry pertaining to a proposal, all Subcommittee members are expected to carefully read materials assigned to their group and contribute to any deliberations.

When a record of the recommendation is ready, the Subcommittee/Committee Chair requests that the ICC Chair schedule the item on the Voting Action Calendar. The Subcommittee lead reports that item to the ICC. If critical new information is introduced during voting action item discussion, the lead is responsible for updating the record and delivering a final e-copy of any required record to the ICC staff person.

The ICC staff person will forward to the Academic Senate office the list of items and related ICC recommendations for consideration by the Academic Senate.

10. Reporting Items out of ICC

The Chair of the ICC presents items for the Academic Senate agenda to the Academic Senate Executive Committee without deliberation. The Executive Committee, following recommendations of the Chair of the ICC, schedules ICC items on one of two Academic Senate meeting calendars.

Consent Calendar of the Academic Senate

The ICC will schedule most items on this calendar.

Business Calendar of the Academic Senate

Policy resolutions and Academic Master Plan Changes will appear on this calendar.

11. Post ICC Recommendation Processes

Any member of the Academic Senate may move that an item be removed from the Consent Calendar and placed on the Business Calendar where it will be open for deliberation. As an Academic Senate courtesy, an Academic Senator will move an item off the Academic Consent Calendar and onto the Academic Senate Business Calendar when asked to do so by a member of university community. The Academic Senate makes recommendations to the Provost or her/his designee on academic planning, academic policy and curricular decisions. The Provost or her/his designee considers the Academic Senate's recommendations. When appropriate, she/he may consult with other Vice Presidents and/or the President before making her/his final decisions.

12. ICC Constitution Review Changes

Changes to this constitution will be vetted through the ICC and introduced to the Academic Senate for consideration.

13. Release Time

The Academic Senate will negotiate prior to elections the release time for the ICC Chair and the Chair of the Academic Policies Committee. The preferred release time for each position is a total of 3 WTUs each semester.

14. Appendices

- Appendix 1: Diagram of ICC Work Flow
- Appendix 2: Diagram of ICC Membership and Intersections with the Academic Senate