

Integrated Curriculum Committee Bylaws and Rules of Procedure

1.0 ICC INSTITUTIONAL LOCATION AND RELATIONSHIPS TO THE UNIVERSITY SENATE & CAMPUS COMMUNITIES

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

2.0 PURPOSE OF THE INTEGRATED CURRICULUM COMMITTEE

The HSU University Senate charges the ICC with the careful consideration and deliberation of all academic planning and curriculum matters. It is the expectation of the University 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. The University Senate will accept most ICC recommendations without further deliberation; however, the University Senate reserves the right to deliberate any recommendation.

The University 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 the ICC. The University Senate encourages the appropriate bodies (e.g., 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 forward academic planning and curriculum proposals to the University Senate which when approved by Senate will be forwarded to the Provost's office.

3.0 MEMBERSHIP

In order to benefit from expertise in a range of curriculum-related roles, the ICC shall include 12 Faculty, 6 Administrators, 2 Staff, and 2 Students.

3.1 Chair: The Chair Integrated Curriculum Committee shall be a faculty member elected by the General Faculty for a three-year term, also serves on the University Senate Executive Committee and as Chair of the Academic Master Planning Subcommittee.

3.2 Elected Membership: The elected membership of the Integrated Curriculum Committee shall be as follows:

- **One (1) Faculty from CAHSS**, elected by CAHSS faculty for a three-year term, also serves on the Course and Degree Change Subcommittee
- **One (1) Faculty from CNRS**, elected by CNRS faculty for a three-year term, also serves on the Course and Degree Change Subcommittee
- **One (1) Faculty from CPS**, elected by CPS faculty for a three-year term, also serves on the Course and Degree Change Subcommittee
- **One (1) Faculty from any college**, elected by the General faculty for a three-year term, also serves on the Course and Degree Change Subcommittee
- **One (1) Faculty from any college**, elected by the General faculty for a three-year term, also serves on the Academic Master Planning Subcommittee
- **One (1) Faculty from any college**, elected by the General faculty for a three-year term, also serves as Chair of the GEAR committee

3.3 Ex-officio and Appointed Members: The ex-officio and appointed membership of the Integrated Curriculum Committee shall be as follows:

- Chair, Academic Policies Committee, does not serve on an ICC Subcommittee
- **One (1) Department Chair from CAHSS**, selected by the CAHSS Chairs for a two-year term, also serves on the Academic Master Planning Subcommittee
- **One (1) Department Chair from CNRS**, selected by the CNRS Chairs for a two-year term, also serves on the Academic Master Planning Subcommittee
- **One (1) Department Chair from CPS**, selected by the CPS Chairs for a two-year term, also serves on the Academic Master Planning Subcommittee
- **One (1) Graduate Council Faculty Representative**, also serves on the Academic Master Planning Subcommittee
- **Librarian**, appointed by the Dean of the Library, also serves on the Academic Master Planning Subcommittee
- **Vice Provost**, also serves on the Academic Master Planning Subcommittee
- **Associate Dean from CAHSS**, also serves on the Academic Master Planning Subcommittee
- **Associate Dean from CNRS**, also serves on the Academic Master Planning Subcommittee
- **Associate Dean from CPS**, also serves on the Academic Master Planning Subcommittee
- **Dean from CEEGE**, also serves on the Academic Master Planning Subcommittee
- Registrar, also serves on the Academic Master Planning Subcommittee.
- **Assistant Registrar**, also serves on the Course and Degree Changes Subcommittee
- **Academic Assessment Coordinator**, also serves on the GEAR Committee
- **Curriculum Coordinator**, (or related position in the Academic Programs office), also serves on the Course and Degree Changes Subcommittee
- **Associated Students Legislative Vice President**, service on an ICC Subcommittee is not required
- **One (1) Student**, appointed by the Associated Students Presidents and determined by Associated Students, service on an ICC Subcommittee is not required

4.0 SUBCOMMITTEES OF THE ICC

The ICC Chair, in consultation with the ICC members, shall coordinate the allocation of tasks to the subcommittees and standing committees (See Section 8 on Agenda Construction and Task Assignment). The Subcommittees of the ICC shall be the:

- Course and Degree Changes (CDC) Subcommittee
- Academic Master Planning (AMP) Subcommittee
- GEAR Curriculum and Assessment Subcommittee
- Academic Peer Program Review Subcommittee

4.1 Course and Degree Changes (CDC) Subcommittee

4.11 Chair: The Chair of the CDC shall be elected from the CDC faculty members.

4.12 Membership

- One faculty member from each college
- One additional faculty member elected at large from any college
- Office of the Registrar Staff Member
- Curriculum Coordinator

4.13 Duties

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

4.2 Academic Master Planning (AMP) Subcommittee

4.21 Chair: The Chair of the AMP shall be the ICC Chair

4.22 Membership

- One faculty department chair representative from each college Council of Chairs
- One (1) additional faculty member elected at large from any college
- One (1) Graduate Council Faculty Representative
- One (1) Associate Dean (or Dean) of each college
- One (1) Librarian
- Vice Provost
- Registrar

4.23 Duties

- Annually review and update the *Academic Master Plan*
- Develop and update process, proposal formats, and evaluation criteria for Letters of Intent for 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
- Review and comment upon PREP (Program Review, Evaluation and Planning) Memorandum of understandings (MOUs)
- Oversee the PREP Process, including reviewing PREP MOUs and developing and updating PREP protocols

*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.

4.3 GEAR Curriculum and Assessment Subcommittee

4.31 Chair: The Chair of the GEAR Curriculum and Assessment subcommittee shall be a member of the ICC and elected by the Faculty for a 3-year term.

4.32 Membership

- Three (3) Faculty who are members of the ICC (~~who are not members of the ICC~~), one from each college, appointed by the Senate Appointments and Elections Committee for a 3-year term
- One (1) additional Faculty member, appointed by the Senate Appointments and Elections Committee for a 3-year term, ideally someone who teaches in at least one of the GEAR areas: A, E, DCG, Institutions, and who is not a member of the ICC
- One (1) Student representative (as determined by Associated Students)
- Academic Assessment Coordinator
- Vice Provost, or Designee

4.33 Duties

- Review new and revised GE course proposals in coordination with CDC
- Receive and advise Associate Director of Academic Assessment ~~AAC~~ on annual GEAR assessment schedule of work
- Advise and Support AAC-Associate Director of Academic Assessment in

- coordinating program participation in GEAR assessment
- Review Annual GEAR Assessment Report from the [AAC Associate Director of Academic Assessment](#)
- Coordinate with AMP and CDC as needed to provide curricular guidance for the oversight of the GEAR program
- ~~Convene GEAR faculty forum to discuss Annual GEAR Report~~
- ~~Prepare and submit to the ICC a short report of the forum discussion and recommendations for GEAR curricular and instructional changes~~
- Periodically review and improve-update GEAR assessment plan and curriculum matrix in coordination with the ADAA and GEAR faculty learning outcomes in conjunction with GEAR faculty

4.4 Academic Peer Program Review subcommittee

4.41 Chair: The Chair of the Peer Program Review Subcommittee shall be the ICC Chair

4.42 Membership

- One (1) Librarian
- Two (2) faculty members of the ICC such that each academic college is represented on the committee.
- Academic Assessment Coordinator

4.43 Duties

- Will be carried out annually during March and April.
- The Academic Peer Program Review subcommittee will read and respond to the self-study portion of the five-year academic program reviews. The APPR subcommittee will write a letter to the program faculty with recommendations for their consideration prior to finalizing their Five-year Action Plan. The Academic Peer Program Review letter will be included with the five-year academic program review documents.

5.0 RELATED SENATE COMMITTEE – ACADEMIC POLICIES COMMITTEE

The Academic Policies Committee (APC) is a standing committee of the University Senate of Humboldt State. APC membership is defined in the University Senate's Bylaws. The APC Chair serves as a member of the ICC (but not as a member of any ICC subcommittee). As the APC develops policies, the draft documents are brought to the ICC for suggestions.

6.0 NOMINATIONS, ELECTIONS, AND QUALIFICATIONS

The ICC Chair and the five (6) other elected ICC faculty members will be elected by the General Faculty. The Appointments and Elections Committee of the University Senate

will conduct the nomination and election processes in accordance with the provisions of General Faculty Constitution and the University Senate Bylaws. Candidates for ICC Chair must be faculty with previous experience serving on the ICC, the University Senate, the Academic Policies Committee, the GEAR Committee, or as a department chair. The six (6) elected ICC faculty members are elected by the General Faculty. The Appointments and Elections Committee of the University Senate will conduct all nomination and election processes in accordance with the provisions of General Faculty Constitution and the University Senate Bylaws. The faculty members elected by the General Faculty will serve staggered three-year terms so that ICC subcommittees will include at least two faculty members with previous experience serving on the subcommittee. 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 University Senate Bylaws.

The Chair of the Course and Degree Changes Subcommittee will be selected annually by the membership of the subcommittee. The chair of the GEAR Curriculum and Assessment Committee will be elected directly to that position as described above.

A department chair representative from each college will be elected by the college 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.

7.0 MEETING SCHEDULES

The ICC and its subcommittees meet during a two-hour time block designated prior to the scheduling of fall classes. There is no expectation for meetings outside this time block. The Chair of the ICC may cancel meetings of the ICC. The Academic Policies Committee ~~and the GEAR Curriculum and Assessment Subcommittee~~ will meet at times other than the regularly scheduled ICC meeting times.

8.0 AGENDA CONSTRUCTION AND TASK ASSIGNMENT

All academic planning, curricular change proposals, and policy items shall be submitted to the ICC via the Academic Programs Office. The ICC Chair builds the agenda for each ICC meeting in consultation with the Vice Provost and assisted administratively by the Curriculum Coordinator from the Office of Academic Programs. The Curriculum Coordinator will screen materials submitted and return incomplete proposals to the originating unit. The ICC weekly agenda is posted on the Web and built around the following four areas:

8.1 Consent Calendar

The consent 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 University Senate. Consent Calendar items include the following:

- Deleting a course from the catalog
- Requesting a change in course number
- Requesting a change in course title
- Requesting a change in grading mode
- Catalog copy corrections or changes not related to curricular proposals

8.2 Assignment Action Calendar

The assignment action calendar is for new items for the ICC that were not appropriate for the Consent Calendar and require Subcommittee or Committee attention (Table 1).

8.3 Voting Action Calendar

The voting action calendar includes items requested by a Subcommittee, the Academic Policies Committee, or the GEAR Curriculum and Assessment Committee 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.

8.4 Information Calendar

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

Table 1: Subcommittee and Committee Assignment Designations Based on Action Item Type

Subcommittee or Committee	Action Item Type
Subcommittee on Course and Degree Changes (CDC)	<ul style="list-style-type: none"> • Course Changes including approval for GE, Institutions and DCG designation • Program Changes • New Courses -- unless they are in a package with a new program for which AMP is responsible
Subcommittee on GEAR Curriculum and Assessment	<ul style="list-style-type: none"> • Assessment Plans for GEAR Curriculum • <u>Revisions to GEAR SLOs</u> • <u>Lead efforts to design and implement GEAR learning assessment</u>
Subcommittee on Academic Master Planning (AMP)	<ul style="list-style-type: none"> • Pre-proposals • Program Proposals • Pilot Programs • Program Elimination • Academic Master Plan • Curriculum Handbook

Academic Peer Program Review (APPR) Subcommittee	<ul style="list-style-type: none"> Review five-year program documents; provide input for program faculty consideration.
Academic Policies Committee (APC)	<ul style="list-style-type: none"> Policies

9.0 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 University 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. They also compile 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. ~~All items in sub-committee In the case of items from the Academic Policies Committee or the GEAR Curriculum and Assessment subcommittee, items~~ will always be brought to the ICC by the committee chair.

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 Curriculum Coordinator.

In the event that the ICC concludes that a curriculum proposal cannot be approved, that information will be communicated to the University Senate as an information item. Proposers of denied curriculum proposals have the right to appeal to the University Senate.

The Curriculum Coordinator will forward to the University Senate office the list of items and related ICC recommendations for consideration by the University Senate.

10.0 REPORTING ITEMS OUT OF ICC

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

10.1 Consent Calendar of the University Senate

The ICC will schedule most items on this calendar.

10.2 Business Calendar of the University Senate

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

11.0 POST ICC RECOMMENDATION PROCESSES

Any member of the University 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 a University Senate courtesy, a University Senator will move an item off the University Senate Consent Calendar and onto the University Senate Business Calendar when asked to do so by a member of the university community. The University Senate makes recommendations to the Provost or designee on academic planning, academic policy, and curricular decisions. The Provost or designee considers the University Senate's recommendations. When appropriate, the Provost may consult with other Vice Presidents and/or the President before making a decision.

12.0 ICC BYLAWS AND RULES OF PROCEDURE REVIEW CHANGES

Changes to this set of bylaws and rules of procedure will be vetted through the ICC and introduced to the University Senate for consideration.

13.0 RELEASE TIME

The University Senate will negotiate prior to elections the release time for ICC faculty members whose ICC-related workload requires it.

14.0 APPENDICES

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

Approved: Vote of the General Faculty, May 5-6, 2009

Proposed Revision: Integrated Curriculum Committee, April 17, 2012

University Senate: Proposed Revision Passed Unanimously, April 24, 2012 (Resolution #35-11/12-ICC)

Provost Snyder: Revision Approved 05/02/12

Proposed Revision: Integrated Curriculum Committee, April 22, 2015

University Senate: Proposed Revision Passed, May 12, 2015 (Resolution #28-14/15-ICC) Interim

Provost Zorn: Revision Approved May 28, 2015

Proposed Revision and approval: Integrated Curriculum Committee, April 24, 2018