

## INTEGRATED CURRICULUM COMMITTEE CONSTITUTION

### 1. Institutional Location

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

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

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. Given this expectation, the University Senate will accept most ICC recommendations without further deliberation. Still, any recommendation may be further deliberated by the full University Senate. Mechanisms for moving an item for deliberation are described below in the section on “Post ICC Decision Processes.”

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 this new body. Testimony received during the deliberations on the ICC indicated a desire for more curricular collaboration and sharing. The University 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 forward recommendations on academic planning and curriculum proposals to the University Senate and the Provost’s office.

### 3. Membership

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

#### Elected Members

- **Chair, Integrated Curriculum Committee**, faculty, 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)
- **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~~

#### Appointed and Ex Officio Members

- **Chair, Academic Policies Committee** also serves on the University Senate Executive Committee, does not serve on an ICC Subcommittee
- **Chair, GEAR 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 CEEE**
- **Coordinator of Teaching and Assessment**, also serves on the GEAR Committee
- **Registrar or designee**, also serves on the Academic Master Planning Subcommittee.
- **Curriculum Coordinator** (or related position in the Academic Programs office), also serves on the Course and Degree Changes Subcommittee
- **Office of the Registrar Staff Member**, also serves on the Course and Degree Changes Subcommittee.
- **Two (2) Students** as determined by Associated Students, do not serve on an ICC Subcommittee

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13 Faculty, 7 Administrators, 2 Staff, 2 Students

#### 4. Subcommittees and Standing Committees

The ICC Chair, in consultation with the ICC members, will coordinate the allocation of tasks to the sub-committees and standing committees (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
- One additional faculty member elected at large from any college
- Office of the Registrar Staff Member
- Curriculum Coordinator

*Scope of Work*

- 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)
- 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 Academic Master Planning (AMP)

*Membership*

- ICC Chair (*also serves as AMP Chair*)
- One faculty department chair representative from each college Council of Chairs
- One additional faculty member elected at large from any college
- Graduate Council Faculty Representative
- Associate Dean (or Dean) of each college
- Librarian
- Vice Provost
- Registrar (or designee)

*Scope of Work*

- 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) 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.

#### Standing Committee on GEAR Curriculum and Assessment

##### *Membership*

- Chair (also ~~an elected~~ member of the ICC. Elected by the Faculty for a 3-year term.)
- 3 Faculty (who are not members of the ICC), one from each college, appointed by the Senate Appointments and Elections Committee for a 3-year term
- 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
- 1 Student representative (as determined by Associated Students)
- Coordinator of Teaching and Learning Assessment
- Vice Provost

##### *Scope of Work*

- Provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty
- Provide guidance and coordinator for the GEAR assessment of those outcomes
- Collate and interpret aggregate GEAR assessment data and report results to the ICC
- Provide recommendations for GEAR curricular and instructional changes based on assessment results

#### **5. Related Senate Committee – Academic Policies Committee**

##### Institutional Location

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. Nominations, Elections, and Qualifications

The ICC Chair and the five (5) 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 schedule for electing faculty is shown in the chart below:

|   |   |
|---|---|
| <u>Year A (Election in Spring 2016)</u> | <u>CAHSS Rep (CDC)</u><br><u>Faculty at Large (AMP)</u> |
| <u>Year B (Spring 2017)</u>             | <u>CNRS Rep (CDC)</u><br><u>Faculty at Large (CDC)</u>  |
| <u>Year C (Spring 2018)</u>             | <u>ICC Chair</u><br><u>CPS Rep (CDC)</u>                |

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.

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

## **7. 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 also cancel meetings. The Academic Policies Committee and the GEAR Curriculum and Assessment Committee will meet at times other than the regularly-scheduled ICC meeting times.

## **8. Agenda Construction and Task Assignment**

All academic planning, curricular change proposals and policy items are 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 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 University 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 1).

### 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.

#### 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)      | Course Changes including approval for GE, Institutions and DCG designation<br>Program Changes<br>New Courses -- unless they are in a package with a new program for which AMP is responsible |
| Standing Committee on GEAR Curriculum and Assessment | Assessment Plans for GEAR Curriculum<br>Revisions to GEAR SLOs   |
| Subcommittee on Academic Master Planning (AMP)       | Pre-proposals<br>Program Proposals<br>Pilot Programs<br>Program Elimination<br>Academic Master Plan<br>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 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. 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. In the case of items from the Academic Policies Committee or the GEAR Committee, 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 ICC staff person.

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

#### **10. 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.

##### Consent Calendar of the University Senate

The ICC will schedule most items on this calendar.

##### Business Calendar of the University Senate

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

#### **11. 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. ICC Constitution Review Changes**

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

**13. Release Time**

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

**14. 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