

Austin Peay State University Membership and Responsibilities of University Curriculum Committee

POLICIES

Issued: June 1, 2020

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

It is the policy of Austin Peay State University for the University Curriculum Committee to receive and study proposed changes in curriculum and make final recommendations to the President of the University. The Committee may initiate studies of curricular concern and make resultant recommendations to the President of the University.

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Procedures

Responsibilities

The University Curriculum Committee receives and studies proposed changes in curriculum and makes final recommendations to the President of the University. The Committee may initiate studies of curricular concern and make resultant recommendations to the President of the University. It may deliberate and make recommendations relative to curricular proposals submitted to it through usual academic offices or by faculty organizations. In addition, the Committee advises on curricular matters that the President may submit to the Committee for its consideration. The General Education Committee shall serve the [Senior](#) Vice President for Academic Affairs or the University Curriculum Committee. When either the [Senior](#) Vice

President for Academic Affairs or the University Curriculum Committee desires review of general education core issues, this standing committee will be available for this purpose.

Membership

1. The University Curriculum Committee shall be constituted as follows:

The Senior Vice President for Academic Affairs shall be a permanent member, and the ~~Senior~~ Senior Vice President or his or her designee shall be the permanent chair of the committee. Either being present shall have the rights of membership.

Three members from among the Vice Presidents, Deans, and Directors (or comparable positions) shall be appointed by the President, for terms of three years each.

The following shall serve as non-voting ex officio members for the University Curriculum Committee:

Registrar

Senior Vice Provost and Associate Vice President for Academic Affairs

Professional Advising Representative

Chair of the General Education Standing Committee

Seven members shall be elected by the Faculty Senate, from among the tenured teaching faculty (including department chairpersons and associate deans) of the University, for terms of three years each, (at least two terms to expire each year).

The election shall take place in the previous Spring semester.

The colleges of the University shall be represented in rough proportion to the number of faculty in the college. The Faculty Senate shall determine such representation and the method of selection and make recommendations to the Provost and

Senior Vice President for Academic Affairs.

The Faculty Senate shall select one member from its current membership to serve as a liaison between the Senate and the faculty. Term of this service shall be one year.

One member from College of Graduate Studies or Graduate Academic ~~e~~Council should be recommended by ~~Faculty Senate~~ the Graduate Academic Council for a term of three years.

Two members of the undergraduate student body shall be designated by August 15, for terms of one year, ~~from among those students who have been in residence for three of the four preceding terms~~. The Student Government Association shall determine the method of selection.

One member of the graduate student body shall be designated by August 15 for a term of one year, with the method of selection to be determined by the Student Government Association.

Three members shall be appointed by the President, from among the full-time, tenured teaching faculty (including department chairpersons), for terms of three years each, with one such term expiring each year. Such appointments shall be made after the election of faculty members and the recommendation of faculty members shall be submitted to the Provost and Senior Vice President for Academic Affairs before August 15.

All members shall have the rights of voice and vote excluding ex officio members.

2. The General Education Standing Committee will have the responsibility for ensuring the critical competencies or other university-wide general education outcomes are assessed on a periodic basis and the results are used for improvement of the general education core and student achievement. An annual report will be provided to the provost regarding progress in meeting outcomes to instill in students the critical competencies. In addition, the committee will review and vote on all changes and additions to university general education core courses and will advise the University Curriculum Committee for their final decision.

Term of Office

The terms of office shall be as set forth in this document, and shall begin upon the first day of Fall semester.

Rotation

There shall be a system of rotation of selected and recommended members of the University Curriculum Committee. With the exception of permanent members of the Committee, a person once having served as a member of the Committee shall not become eligible for membership again until twelve months have elapsed; except that in the event of selection or appointment to fill an unexpired term as the result of the resignation, change in job assignment, or death of a member, such membership for a period of less than twelve months shall not preclude re-appointment.

Meeting and Quorum

Meetings shall be held at the call of the chairperson, or upon written request to the chairperson of at least six members, or by action of the Committee at a prior meeting. At least one meeting shall be held each semester.

A quorum shall be those persons present at a meeting called in accordance with the paragraph above, written notice of which has been distributed through campus mail to the members at least five working days before the meeting.

Amendment

This ~~Constitution~~-process may be amended by majority vote of those in attendance at a duly constituted meeting following the meeting at which the changes were introduced.

Revision Dates

- APSU Policy 2:011 – Rev.: June 1, 2020
- APSU Policy 2:011 – Rev.: May 25, 2018
- APSU Policy 2:011 (previously 1:012) – Rev.: April 20, 2017
- APSU Policy 2:011– Rev.: September 1, 1999
- APSU Policy 2:011 – Issued: August 1, 1986

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file