

## PROPOSAL FOR A SUMMER CURRICULAR PROCESS

### Rationale:

Some campus units have found it difficult to meet student demand for new courses and programs when the university's curricular process closes entirely during the months between May and September. What is proposed is a mechanism for ensuring that curricular items that are highly date sensitive can be discussed during the summer months.

### Process:

1. To ensure that departments and units do not use the summer curricular process when it is not needed, departments and units requesting curricular discussions during the summer will be asked to attach a short memo to their curricular paperwork explaining why the proposed item could not be discussed during the regular curricular process that flows from September through May. The burden of proof falls to departments and units to demonstrate why it is essential that the summer curricular process be used. The Chair of the Undergraduate Curriculum Committee, the Graduate Council, or the Professional Education Council, as appropriate to the proposal at issue, will make the determination whether the department/unit argument is persuasive. Appeals of negative decisions by the appropriate senate curriculum committee chair can be made to the Academic Senate Chair. If the Academic Senate Chair is not available while an Academic Senate Chair-Elect is in place, appeals can be made to the Academic Senate Chair-Elect. If the Academic Senate Chair is not available and no Academic Senate Chair-Elect is in place, appeals can be made to the Academic Senate Past Chair.
2. Criteria and standards for approving/publishing courses and approving programs articulated in the Curricular Authority Document will be followed during the summer (as well as during the regular academic year).
3. Each college curricular committee and each senate curricular committee will follow the same policy in the summer that it has established and follows for regular (academic year) meetings. Such policies for regular year meetings will establish the definition of a quorum for meetings. This definition will be used in the summer as well. For Academic Senate curricular committees, a quorum is defined as a majority of the membership of the committee. This definition holds for both regular meetings and summer meetings.
4. Before April 15, the secretaries of all college curricular committees and senate curricular committees will poll members about their summer schedules.
5. Given general knowledge of members' schedules, dates for all **college curricular** committees to meet one (1) time between the **end of Spring semester and June 15** will be established.

6. At least one week prior to the scheduled meeting, members of the college curricular committees will be asked to report on their availability to meet on the established date. Based on this information, the secretary will determine whether it is likely that a quorum will be present at the scheduled college meeting. If not, the secretary will determine the number of additional members needed to secure a quorum plus one. The secretary will randomly draw the names of this many members who are not available to meet. The secretary will ask the department chairs of these randomly determined, not-available members to attend the scheduled meeting in the member's absence. Secretaries will check these department chairs' schedules. The process of randomly drawing names will continue until the secretary believes that it is likely that a quorum will be available at the scheduled meeting. If, owing to emergency situations, a quorum is not present at the meeting that has been scheduled, the committee can meet to discuss business. No action can be taken, however, if a quorum is not present. (It is understood that in the summer months some departments have an acting chair. This individual may serve in the department chair's absence.)
7. Given knowledge of members' schedules, dates for all **senate curricular committees** to meet one (1) time between **June 16 and July 1** will be established. At least one week prior to the scheduled meeting, members will be asked to report on their availability to meet on the established date. The process articulated in #6 will be used to maximize the likelihood of a quorum being present at this meeting. If, owing to emergency situations, a quorum is not present at the senate curricular committee meeting that has been scheduled, the committee can meet to discuss business. No action can be taken, however, if a quorum is not present.
8. Once the senate committees have met, their minutes will be distributed within one week of the meeting date to department chairs and deans. The two-week date for objecting to Publication Items will remain in effect, measured from the date of distribution of the minutes, which means that department chairs and deans office personnel will need to practice extra diligence in the summer months to ensure that deadlines are not overlooked.
9. Given knowledge of members' schedules, dates for all **college curricular committees** to meet one more (1) time between **June 16 and July 15** will be established. Similarly, given knowledge of members' schedules, a date for all **senate curricular committees** to meet one more (1) time between **July 16 and August 1** will be established. Again, at least one week prior to the scheduled meeting, members will be asked to report on their availability to meet on the established date. The process outlined in #6-#8 will be followed to arrange this second summer meeting of the curricular bodies.
10. In September, at the first senate meeting of the fall, the senate will act on all curricular

proposals that flowed through the curricular process during the summer. In other words, all items that are acted upon by college and senate curricular bodies during the summer will be considered ACTION ITEMS for the senate. These proposals are understood to involve the creation of new courses or the creation of new programs, as well as other curricular items discussed in the Curricular Authority Document. To accommodate this work flow, the senate should meet as early in fall semester as practical; further, general reports to the senate should be limited on that first meeting day to ensure that there is time to deliberate on curricular matters.

11. Campus units which feel extreme time pressures will be able to offer courses that begin prior to the first senate meeting in the fall on a ONE TIME ONLY BASIS after they have been approved by the appropriate senate (not college) committee during the summer. This assumes that a quorum has been present at the appropriate committee so that the committee can act. Once fall begins, the normal curricular process will be followed which means that a course could be changed or deleted by the Academic Senate after its offering on a “one time only basis.”
12. Although the college and senate curricular committees can act on new programs during the summer months, new programs cannot begin until the senate has approved them as ACTION ITEMS in the fall.
13. The Faculty Association and the CMU administration will determine jointly the compensation required for faculty members meeting on the curricular committees in the summer months. This policy cannot go into effect until the Faculty Association and the administration have come to an agreement on compensation.
14. The senate will review the “Summer Curricular Process” after it has been in effect for two years.
15. The Academic Senate office is not open in the summer, and the senate has no staff support in the summer. Consequently, the Office of Academic Affairs will handle the staff duties of scheduling the meetings of the UCC and taking and distributing UCC minutes.
16. Appointment letters to curriculum committee members should say that summer work is possible. These letters should also spell out the nature of compensation faculty members will receive if summer work exists. The door of the senate office should also make clear that summer activities are possible.

Approved by the Academic Senate 3/27/01