

# BETHUNE-COOKMAN UNIVERSITY



## THE UNIVERSITY ACADEMIC STANDARDS COMMITTEES

The University recognizes that the faculty of each department and program have primary responsibility for department and/or program curricula, and that faculty have a responsibility to maintain standards of academic excellence. However, the University also has an obligation to operate as a singular entity to fulfill its institutional and historical mission. Operation as a single entity requires coordination among departments, schools and colleges. The University Academic Standards Committees: General Education, Undergraduate Curriculum, and Graduate Curriculum, are charged with such coordination, and at the same time with preserving the integrity of the individual academic programs.

The Academic Standards Committees make pertinent recommendations on all curricular matters including the approval of new courses and programs, approval of changes in existing courses and programs and deletion of courses and programs. The committees may also make recommendations on academic policies and procedures related to curricular planning and procedures, academic regulations, academic support services, and instructional development and evaluation. The General Education Committee has responsibility for curricular matters pertaining to the undergraduate general education core curriculum; the Undergraduate Curriculum Committee has responsibility for curricular matters pertaining solely to undergraduate education; and the Graduate Curriculum Committee has responsibility for curricular matters pertaining solely to graduate education. Curricular matters that pertain to both undergraduate and graduate education require review by both the undergraduate and graduate curriculum committees.

### **A. Operating Procedures**

Proposals to be considered by the Academic Standards Committees must be agenda-ready, which means that the proposal has been approved by the appropriate School/College Committee and the Academic Dean, and meets appropriate academic standards in the discipline. Proposals must be submitted via email to [bcuasc@cookman.edu](mailto:bcuasc@cookman.edu) using the approved Proposal Form. The subject line of the email should be preceded by the initials of the committee that will provide the initial review (GEC, UCC or GCC), followed by an abbreviated department name and brief descriptive title. (e.g. GEC: Nursing Language Waiver).

A representative from the appropriate area will present changes/proposals to the Committee. A member of the Committee may present proposals, but must then abstain from the associated vote. Proposals will be reviewed by the Committee and returned to the Office of the Provost along with the Committee's recommendations. Recommendations for proposals sent initially to the General Education Committee should be forwarded directly to the Undergraduate Curriculum Committee with a copy to the Office of the Provost.

A quorum for the transaction of business shall consist of a simple majority of the membership.

### **B. Committee Composition**

Membership of all committees is constructed to provide representation from all academic units impacted by curricular changes reviewed by that committee. The structure of each committee is outlined below.

#### The General Education Committee

The General Education Committee membership consists of one faculty member representing each academic College or School with undergraduate programs, a representative from the program responsible for each of the general education competencies, a representative from the library, a representative from assessment, a representative from the Center for Teaching and Learning, a member elected from the Faculty Senate, and the President of the Student Government Association (SGA) or designee. The Chair is appointed by the Provost and will vote only in the event of a tie.

Members appointed to the General Education Committee will serve a one-year term. The Chair will serve a one-year term. Members will not serve more than three consecutive one-year terms.

#### The Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee consists of one faculty member representing each academic College or School with undergraduate programs, a representative from the library, a member elected from the Faculty Senate, the President of the Student Government Association (SGA) or designee, and one member from the Staff Association. The Chair is appointed by the Provost and will vote only in the event of a tie.

Members appointed to the Undergraduate Curriculum Committee will serve a one-year term. The Chair will serve a one-year term. Members will not serve more than three consecutive one-year terms.

### The Graduate Curriculum Committee

The Graduate Curriculum Committee membership shall be determined by the Dean of the School of Graduate Studies, but at a minimum must contain at least one representative from each of the Graduate Programs, a representative from the library and a representative from the Online College. The Graduate School Council may serve as the Graduate Curriculum Committee.

#### **C. Member Responsibilities**

Members of the Academic Standards Committees have the responsibility to uphold academic excellence for the University. The committee members are charged with reviewing proposals with respect to policies for their institutional impact. Specifically, committee members have the responsibility to:

- Review for duplication of resources and effort.
- Review for impact on other colleges and schools, including other courses and programs.
- Consider consistency and appropriateness of course-level characteristics.
- Consider alignment with the University mission, core values and policies.
- Verify that minimum credit hour standards, both total and component, are met for new programs.
- Represent the interests of the unit and report back to the unit on a regular basis.