

**GRADUATE STUDIES' STANDARD OPERATING PROCEDURES AND
CURRICULUM REVIEW PROCESS
2009 – 2010**

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THE GRADUATE STUDIES COMMITTEE

COMMITTEE CHARGE

This committee shall study policy areas and make recommendations to the Faculty Senate affecting graduate curricula and graduate academic standards and shall maintain liaison with the Educational Policies Committee on curricular matters of mutual interest. In addition, the Committee appoints a GSC member to each Program Review, and in general, serves as an advocate for graduate programs.

COMMITTEE MEMBERSHIP

The committee shall consist of thirteen members; ten members elected by the Faculty Senate for a term of 3 years, two members appointed the President for one year and one graduate student appointed by the Associated Students Senate for one year.

STANDARD OPERATING PROCEDURES

Agendas

The agenda of the Graduate Studies Committee is finalized no later than one week before the regularly scheduled monthly meetings. Similarly, action item materials are distributed no later than one week before each meeting. Materials not previously submitted to the Office of Graduate Studies may not be distributed or used for action at that meeting.

Minutes

Minutes of each meeting will be approved at the next regularly scheduled Committee meeting with the exception of the last meeting in December and the last meeting in May. Minutes of those meetings will have tacit approval if no objections are received by the Executive Secretary one week from the distribution of the minutes.

Discussions and Deliberations

Robert's Rule of Order provides the format for the conduct of meetings. Committee members will be recognized first in all matters involving discussion. However, Committee members may pass their turn to any guest. Whenever possible, the Committee will hear interested parties.

Voting

Motions before the GSC are adopted if they receive a majority of the votes cast. Member may vote "For" or "Against" a proposal or item. They may also "Abstain" from voting. Abstentions do not count as a vote.

The Chair may vote on all motions. Any GSC member may request a show of hands vote. Twenty percent of those GSC members present may request a roll call vote. Votes on Committee actions requiring a counted vote are to be recorded in the minutes.

Quorum

Twenty-five percent of the Faculty shall constitute a quorum.

Committee Communication

GSC E-mail Communication: Members as well as others may wish to communicate through the use of email.

- a) To send an email only to GSC Committee Members, use:
GSCOMM-L@csun.edu
- b) To send an email only to the Associate Deans, use:
ASSOCIATE.DEANS-L@csun.edu

GSC CURRICULUM REVIEW PROCEDURES

All curriculum proposals (forms and instructions may be downloaded at <http://www.csun.edu/grip/graduatestudies/gsc/> or <http://www.csun.edu/epc/curriculumforms.html>) shall receive close scrutiny at the Department and College levels to ensure that they are academically sound and comply with University guidelines. Curriculum proposals shall not be forwarded to GSC until approved by the appropriate department and college-level committee(s). The signature of the College Dean (or designee) indicates that there has been proper consultation and review within the College.

Proposals should be reviewed for the following:

1. Completeness: The necessary or required information provided must communicate that which is requested on the proposal cover sheet.
2. Substantial overlap of course content within the discipline.
3. Proliferation of department's curriculum.
4. Resources (facilities, equipment, faculty, staff support, etc.) that can support the curriculum that you have.
5. Concurrence in consultation.
6. Appropriate consultation.
7. Learning Outcomes and Methods of Assessment

Concerns pertaining to curriculum proposals are routed back by the reviewers of GSC to the appropriate Associate Dean at least one week in advance of the GSC meeting in which the proposal is to be discussed. After corrections are made to proposals, revised copies should be submitted back to GSC.

CURRICULUM PROPOSALS

All graduate curriculum proposals should be forwarded by the Associate Dean to the Graduate Studies Committee.

Each semester GSC will review Curriculum proposals for permanent changes in programs and courses. This includes new programs, new courses, program and course modifications, Selected

Topics, and Experimental Topics course proposals (formally called Special Topics). The review includes 400 level courses that departments wish to offer for graduate credit. New curriculum proposals for 400 level courses should state, "Available for graduate credit" in the course description and describe whether or not there is a difference in expectations for graduate students. Course modification proposals for 400 level courses will require a statement to describe the expectations for graduate students if the department is modifying the content. If graduate students will be graded differently, then departments should also write a statement within the assessment or SLO portion of the proposal.

Departments must submit Selected Topics requests (using New Course Proposal form) to GSC for review. Selected Topics Courses are offered in a timely manner, or represent a faculty member's special area of interest or expertise. These courses are not taught on a regular basis. The course numbers are in the 500 A-Z or 600 A-Z designations with each alphabet representing a different topic.

Departments must submit new Experimental Topics requests (using the Experimental Course Proposal form) to GSC for review. These courses are numbered as 595A-Z or 695A-Z. Experimental Topics Course proposals are generally approved without discussion unless the Committee has an issue regarding the course. If so, the proposal/s will be discussed. Forms are required only for the initial request, and requests for previously offered courses are handled via memo from the Associate Dean. The department will be required to submit a form rather than a memo if the course content/description has changed. Please note that Experimental Topics Courses are limited and may be offered up to four times. Beyond this limit, courses must be submitted to GSC for approval as a new course.

GSC Standards for the Inclusion of Learning Outcomes and Methods of Assessment in Curriculum Proposals:

Beginning in Fall 2005, GSC procedure is that the following types of curriculum proposals require complete responses to the Student Learning Objectives and Assessment Methods questions on the curriculum forms. Curriculum proposals addressing the items below that do not have complete responses to the Learning Outcomes and Methods of Assessment will be returned to the departments.

- New Program Proposals
- Major Program Modifications
- New Course Proposals
- New Experimental Course Proposals
- Course Modifications when the Nature of Request is to Change Unit Value, Change Course Content, Change Course Type (Classification), Change Basis of Grading or Change Use of Course in Program.

Student Learning Objectives or Assessment Methods are not required as long as the program has published program objectives and an assessment plan and the change does not affect the student learning objectives or the assessment plan.

- Course Modifications when the Nature of the Request is to Delete a Course, Change Course Title, Change Current Catalog Description (without changing Course Content), Change Course Abbreviation or Course Number or Change Requisites.
- Minor Program Modifications (e.g., updating the program to reflect changes in course numbers, course titles, course requisites or minor changes in lists of electives.)

GSC CURRICULUM REVIEW CYCLE 2009-2010

The GSC will accept curriculum for review from each college at the beginning of each semester. The GSC Curriculum Review Cycle is based upon a one-year implementation cycle. Curriculum approved in Fall 2009 will be implemented in Fall 2010. Curriculum approved in Spring 2010 will be implemented in Spring 2011. At the discretion of the Committee, curriculum may be considered for approval in the following semester only in unusual circumstances, such as State mandated changes in curriculum for credential programs.

For GSC consideration, proposals must:

1. be submitted by established deadlines;
2. be complete (including required cover sheets, curriculum forms, and records of necessary consultation and attachments) which are on the forms;
3. be written in clear and concise terms.

CIRCULATION AND GSC REVIEW

Colleges must send **ALL** their College Curriculum (including Selected Topics Courses, and New and Previously Offered Experimental Topics Courses, etc.) to the Graduate Studies Office in the fall and spring semester.

The Graduate Studies Office will receive signed hard copies for filing (mc 8222), and one e-copy saved to the associate deans shared drive and website for the GSC members to review.

The current curriculum review cycle with dates and deadlines is posted on the GSC web site at: <http://www.csun.edu/grip/graduatestudies/gsc/>

GSC deadlines for curriculum proposals must coordinate with the deadlines of Admissions and Records, the Schedule of Classes and the publication of the University Catalog.

The titles of all approved curriculum proposals appear in the GSC minutes. GSC minutes are submitted for review to the Executive Committee of the Faculty Senate and posted on the Graduate Studies/GSC web site.

Approved proposals shall be published in either the University Catalog or the Catalog Supplement in the University Schedule of Classes.

Revised: 10/6/09