

## PREAMBLE

The Coppin State University Undergraduate Curriculum Standards, Policies, and Procedures Committee, hereinafter referred to as CSPC is a faculty-led committee of the University. The faculty of the university have certain prerogatives/responsibilities over the curriculum and other matters related to degree completion, which include the rigor of academic programs, the General Education Program, admissions standards, retention, and graduation policies.

The CSPC shall have oversight for curriculum policies that govern programmatic aspects of student learning such as internships, practica, study abroad programs and courses, certificates, and all other academic activities configured and/or regarded as components of a degree.

The CSPC shall be a standing Committee of the University and shall have the power to organize its constituents and to make bylaws and regulations for its own proceedings. These bylaws and regulations shall not contravene the statutes of the University, the powers of the Board of Regents, the powers delegated to the Chancellor and to the President.

### **Academic Curriculum Standards, Policies & Procedures Committee**

The CSPC is responsible for approval, assessment and oversight for both the General Education and undergraduate programs of study. It is also responsible for making recommendations to the Office of the Provost and Vice President for Academic Affairs on curricular issues such as majors, minors, and concentrations.

In addition to the task of establishing policies and guidelines that academic departments and colleges use to review and to request approval for new courses, degree programs, certificates, continuing studies experiences, and study abroad programs/courses, the CSPC shall be responsible for the following tasks:

1. Collaborate with the Office of the Vice President for Academic Affairs, Colleges, and the Office of Institutional Assessment and Research to produce an annual report to the Office of the Vice President for Academic Affairs with recommendations on broad, University-wide curricular issues that extend beyond the purview of any single school or department, i.e., institutional student learning outcomes' selection and alignment with the Academic Affairs' Strategic Plan for continuous programmatic assessment and review.
2. Recommend to the Vice President for Academic Affairs:
  - a. Policies, standards, and procedures for admission to the University for undergraduate academic programs.
  - b. General and departmental standards for retention and graduation.
  - c. Operational definitions for letter grades.
  - d. Assessment of policies for online courses and Distance Learning courses, majors, minors, and concentrations.
  - e. Consistent standards, policies, and procedures governing assessment and placement of students in and/or completion of developmental courses.

- f. Consistent standards, policies, and procedures governing assessment and development of minors, majors, and concentrations.
  - g. Collaborative appointment of a CSPC member as a non-voting member to the Graduate Council to facilitate the sharing of programmatic information for all undergraduate programs.
3. Establish parameters for collaboration with the Vice President of Academic Affairs to integrate feedback on program reviews and a time line for academic programs on probation or suspension.
4. Monitor the progress of all academic programs to meet established goals for continuation.
5. Establish guidelines for departmental progress reports for all approved programs, certificates, and course proposals, and program reviews.
6. Monitor the approved time line and established outcome of undergraduate academic programs that are placed on probation, suspended, or discontinued.
7. Hold regularly scheduled meetings of the Committee during the academic year, and to publish all agenda and meeting dates for the academic community.
8. Make available to all voting members of the committee all agenda-related documents in no fewer than ten (10) duty days before the next scheduled CSPC meeting.

**ARTICLE I:**

**GENERAL RESPONSIBILITIES OF THE UNDERGRADUATE ACADEMIC CURRICULUM STANDARDS, POLICIES and PROCEDURES COMMITTEE (CSPC)**

1.0 The Undergraduate Academic Curriculum Standards & Policies Committee (CSPC) is responsible for the development, review, approval, and progress of academic curriculum of the university.

1.1 It shall be the responsibility of the CSPC to develop all policies and procedures, which affect the development, renewal, approval, suspension, and discontinuation of curriculum at Coppin State University such as general, school, and departmental standards for retention and graduation.

1.2 The CSPC shall, in conjunction with the University's Academic Program Review Committee, establish a roster for program review by August 15<sup>th</sup> of each academic year for undergraduate academic programs and certificates.

1.3 All CSPC meetings shall be open to the academic community.

1.4 Non-voting members, guests, and all other members of the academic community at large shall make a request of the CSPC Executive Committee to be placed on the CSPC ) Executive agenda in no fewer than seven (7) business days prior to the scheduled meeting

**ARTICLE II:**

**2.0 MEMBERSHIP OF THE COMMITTEE**

2.1 Officers of the CSPC shall consist of

- (a) The Chair
- (b) The Vice Chair
- (c) The Parliamentarian
- (d) The Secretary

## 2.2 The Executive Committee

The CSPC Executive Committee replaces the former Curriculum Standards and Policies Agenda Committee. The CSPC Executive Committee shall consist of the elected officers and no more than two other faculty members appointed by the Chair.

## 2.3 Faculty Membership:

- a. The faculty of each undergraduate academic department and the Faculty Senate shall elect one representative from its faculty to serve on the CSPC .
- b. The representative and/or each alternate for each undergraduate academic department and the Faculty Senate shall cast one vote on each proposal and/or issue, as appropriate in accordance with Robert's Rules of Order.
- c. Tabulation of the CSPC voting on all proposals shall be submitted to the Chair prior to the end of the meeting for verification and signature.

## 2.4 Administrative voting members:

- (a) Academic College Deans
- (b) The Registrar
- (c) Assistant Vice President for Planning and Accreditation
- (d) Director of University College
- (e) Faculty Senate Designee

2.5 Administrative non-voting membership:

- (a) Provost and Vice President Academic Affairs
- (b) Director of the Library
- (c) Director of Admissions
- (d) President, Faculty Senate
- (e) Associate Vice President of Enrollment Management
- (f) Dean, Graduate School
- (g) Dean, Honors College
- (h) Department Chairs
- (i) Representative of the Adjunct Faculty Advisory Council

2.6 Student Membership:

- (a) There shall be one voting student member and one student alternate from the Student Senate. The Student Senate shall elect its representatives.
- (b) Student representatives to the CSPC must be in good academic standing and enrolled during his/her term of service.
- (c) The period of service shall be for a minimum of one full semester and shall not exceed two semesters.

### **3.0 VOTING PROCEDURES**

3.1 The vote for offices of the CSPC shall be by secret ballot or, and only if a majority of voting members agree, by public vote during a regularly scheduled meeting of the committee.

3.2 The CSPC chair and/or designee shall vote only in cases of a tie vote.

3.3 Deans and/or designee(s) of all Colleges shall be voting members.

3.4 Each academic department shall elect its representative and an Alternate to the CSPC for a period of two terms with each term consisting of two years.

3.5 It shall be the responsibility of the departmental Representative and/or the Alternate to review all proposals prior to the CSPC on the CSPC agenda before the scheduled meeting to ensure all departmental members' participation and input so that the majority position represents the vote of the department.

3.6 Nominations for all offices shall be allowed from the floor during a regularly scheduled CSPC meeting.

3.7 The vote for officers of the CSPC shall be by secret ballot or, and only if a majority of voting members agree, by public vote during a regularly scheduled meeting of the committee.

#### **4.0 CSPC CHAIR'S RESPONSIBILITIES:**

A faculty member nominated and elected by the CSPC shall chair the CSPC.

4.1 The CSPC chair shall confer and act with the Executive Committee to set the agenda for each meeting, regular and/or emergency. The chair shall ensure that proper and timely submission guidelines are adhered to for any and/all documents for consideration and/or voting first:

4.2 The chair shall convene all regularly-scheduled meetings and shall be responsible for the dissemination of agenda, *Minutes*, proposals, requests, recommendations to the full voting membership of the in no fewer than ten (10) business days before the regularly-scheduled meeting. In the absence of the chairperson, the vice chair shall preside.

4.3 The chair shall advise the Executive Committee when he or she is unable to preside over a regularly-scheduled meeting.

4.4 The chair in conjunction with the Office of the Vice President for Academic Affairs shall identify policies and procedures to support ongoing review of



undergraduate programs of study. The Executive Committee shall submit a report to the full committee for approval.

4.5 The chair shall not serve more than two consecutive terms of two years each.

4.6 The chair shall be responsible for the equitable and expedient discharges of actions on all business brought before the committee and provide written updates of the Committee's actions at the next scheduled meeting.

4.7 The chair is responsible for the publication of all regularly-scheduled meeting dates of the committee. In the case where there is no quorum present on the date of a regularly scheduled meeting, the chair shall call for a voice affirmation by CSPC members and postpone the meeting for the record.

4.8 The chair and/or his/her designee shall be ex-officio of all Ad Hoc and Sub-committees and shall submit to the full CSPC voting membership monthly reports from each active Ad Hoc and Sub-Committee.

4.9 The chair shall be responsible for the monthly publication of all CSPC actions rendered in response to course and program proposals.

4.10 The chair shall be responsible for securing appropriate funding from the Office of the Vice President of Academic Affairs to support the execution of the CSPC business.

## **5.0 RESPONSIBILITIES OF THE CSPC EXECUTIVE COMMITTEE**

5.1 The Executive Committee shall have the power to return any part and/or whole proposals to the petitioner in cases where: the petitioner failed to show that all documents submitted by impacted academic departments were submitted and reviewed prior to the proposal's submission to the Executive Committee.

5.2 The Executive Committee shall have the authority to send any and/or all proposals pertaining to the General Education Program to the Sub-committee on General Education Requirements prior to a vote by the full body.

5.3 The Executive Committee shall meet once each month within the first and fifteenth working day of the month to set the agenda for the CSPC meeting.

5.4 The Executive Committee shall establish an agenda for the full CSPC by consensus.

5.6 The Executive Committee shall be responsible for memorializing the Committee's business.

## **6.0 RESPONSIBILITIES OF THE CSPC MEMBERS**

6.1 **CSPC** Members are responsible for attending all scheduled meetings of the CSPC.

6.2 Each department shall be responsible for electing an Alternate to the CSPC and, in cases where the CSPC member cannot attend, shall ensure that the CSPC Alternate has the schedule of meetings, receives copies of all documents pertaining to CSPC issues, proposals and/or discussions.

6.3 The CSPC shall receive minority reports from departments on any and/or all issues, proposals, discussions that have been recognized as part of the approved CSPC agenda.

## **7.0 MEETING PROCEDURES**

7.1 The chair or designee shall publish scheduled meetings of the CSPC at the beginning of each academic year and no later than August 15<sup>th</sup> of each new academic year.

7.2 Cancellations of CSPC meetings shall be published no later than 72 hours prior to the start of the scheduled meeting, or in cases of emergency no later than 24 hours before the start of the scheduled meeting and/or as soon as possible through the University's electronic communication system. Cancellations shall be recorded in the *Minutes* of the next scheduled committee meeting.

7.3 *Minutes* of the prior meeting shall be disseminated to all members by electronic communication in no more than seven working days following adjournment. All modifications, corrections, additions or deletions will be made at the next scheduled meeting.

## **8.0 CSPC CALENDAR**

8.1 The calendar of the CSPC shall be maintained in accordance with the academic year calendar but, in no case, shall the committee meet during the following months: June, July, August, and January except in cases where the committee

engages in initiatives concerning the committee's charge, call meetings, or emergencies.

8.2 The committee shall notify all voting members of the need to hold a meeting in June, July, August, and January in no fewer than 72 hours before the scheduled meeting.

8.3 'Emergency' or 'call' meetings shall require a quorum in order to discharge its responsibilities as set forth in the Bylaws.

**9.0 STANDING SUB-- COMMITTEES OF THE UNDERGRADUATE ACADEMIC CURRICULUM STANDARDS, POLICIES and PROCEDURES COMMITTEE (UACSPPC):**

9.1 The General Education Program Sub-Committee

9.2 The Academic Program Review Sub-Committee

9.3 All committees of the CSPC, including ad hoc and sub committees shall serve at the pleasure of the full CSPC voting membership.

9.4 All committees including ad hoc and subcommittees shall maintain a record of its deliberations (official *Minutes*) and submit a copy of the committee's *Minutes* to the Executive Committee prior to the next regularly scheduled CSPC meeting.

9.5 At no time shall an ad hoc or sub-committee be formed or charged by any other unit, component, or body other than the full CSPC and/or the Executive Committee of the CSPC.

9.6 Each ad hoc and/or Sub-committee shall elect its chair.

9.7 The Executive Committee shall submit the findings of ad hoc and/or sub Committees to the full CSPC voting members for final action and/or disposition.

9.8 The chair of the CSPC shall notify the chair of each ad hoc and Sub-committee of the expiration of the committee's charge in no fewer than thirty (30) days before the expiration of the committee's charge.

## **10.0 PUBLICATIONS OF THE CSPC**

10.1 The chair shall be responsible for the dissemination of all committee documents from the CSPC and up to and including the Office of the Vice President of Academic Affairs.

## **GLOSSARY**

**ACADEMIC YEAR** - The period of time generally extending from June to May; usually equated to a sequence of three semesters (summer, fall, spring).

**Assessment** – is an ongoing institutional academic activity that demonstrates that the institution's students have knowledge, skills, and competencies consistent with institutional goals and students at graduation have achieved appropriate higher education goals.

**Bachelor** - A degree awarded for satisfactory completion of not less than 120 semester hours, or equivalent hours of college credit representing a planned sequence of learning experience.

**Bylaw** - A 'law' or ordinance dealing with matters of local or internal regulation, made by a local authority, or by the members of a corporation or association. More particularly: An ordinance made by the members of a corporation for the better government of their own body, or for the regulation of their dealings with the public; in modern times most commonly (as by railway companies) in the exercise of powers expressly conferred by the Legislature. <http://www.oed.com/view/Entry/25566?redirectedFrom=by-law#eid>

**Concentration** – a sequential arrangement of courses within a program that a) at bachelor's level is at least 24 credits; b) at the master's level is at least 12 credits above the bachelor's level; and c) at the doctoral level is at least 18 credits above the master's level.

**Curriculum** – an integrated course of academic studies.

**Distance Education** - means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a tele-classroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer.

**Distance Learning Hours of Enrollment** – hours generated by courses offered by distance learning technologies in which 75% or more of the instruction is offered by

telecommunications and the physical presence of the student on a main campus, a branch campus or off-campus site is required 25% or less of the time.

**Formal Award** - An award conferred by a college, university or other postsecondary education institution as official recognition for the successful completion of a program of studies.

**Four-Year College or University** - A public or private institution of postsecondary education which: (a) awards a baccalaureate level degree in two or more instructional programs, and may award one or more of the following degrees at the graduate level: (i) - G 4 - Masters, (ii) Doctorate or (iii) First professional (prior to 2009) and (b) offers appropriate upper divisional courses in the liberal arts and sciences.

**General Education Program** – An in-State institution shall provide to its students, within the required curriculum for graduation, a general education that is designed to provide the student with the skills and knowledge necessary to (a) Communicate effectively in oral and written English; (b) Read with comprehension; (c) Reason abstractly and think critically; (d) Understand and interpret numerical data; (e) Understand the scientific method; (f) Recognize and appreciate cultural diversity; (g) Understand the nature and value of the fine and performing arts; and (h) Demonstrate information literacy. (General education requirements for public institutions are governed by COMAR 13B.06.010).

**Guideline (usually plural)** is a detailed plan or explanation to guide you in setting standards or determining a course of action.

**Institutional Learning Outcomes:** clearly articulated learning and performance standards adopted by the University for all students such that students are able to

demonstrate mastery of programmatic skills and knowledge of core competencies in the General Education Program as well as in degree programs. Institutional Student Learning Outcomes are: oral communication, written communication, information literacy, analytical reasoning, social & self-awareness, reflective practice, and responsive citizenship.

**Lower-Division Certificate** – Certificate awarded for successful completion of a minimum of 12 semester credit hours at the freshman or sophomore levels, or both.

**Major (Undergraduate)** – Varying by degree program and subject area, a minimum of 30 semester hours (one-half of which must be upper-divisional credit) in one field or in an interdisciplinary or multi-disciplinary field. A coherent, sequential, and integrated academic program of study-in-depth which is intended to provide a body of knowledge, methods of study, and practice appropriate to a subject area.

**Off-Campus Program** – More than one-third of the required coursework in a major field of study leading to a certificate beyond the bachelor's level or leading to any undergraduate or graduate degree offered by an approved or chartered institution at a location other than the principal location of an approved or chartered institution which is advertised as leading to a degree or to a certificate beyond the bachelor's level at that location. For community colleges, off-campus programs constitute activities offered outside the community college service area.

**Program** - A course of study requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to a formal award.



**Remediation Program** - Instructional activities or services designed for students deficient in the general competencies necessary for college-level work, especially in reading, writing, and mathematics. Typically, these are not credit courses.

**Undergraduate Student** - A student enrolled in a bachelor's degree program or in a program below the baccalaureate; and/or students taking course work below a bachelor's degree whether degree seeking or non-degree seeking.

## References

*Student Learning Assessment: Options and Resources*. 2<sup>nd</sup> Edition. Middle States Commission on Higher Education. MSCHE: Philadelphia. 2007.

Suskie, Linda. *Assessing Student Learning: A Common Sense Guide*, 2nd Edition. Indianapolis, IN: Josey Bass. 2009.

[http://www.mhec.maryland.gov/higherEd/COMAR/COMAR\\_CH\\_02\\_Web.pdf](http://www.mhec.maryland.gov/higherEd/COMAR/COMAR_CH_02_Web.pdf)

<http://www.dsd.state.md.us/comar/comarhtml/13b/13b.06.01.03.htm>