

# **Undergraduate Curriculum Standards and Policies Committee Bylaws**

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## PREAMBLE

The Coppin State University Undergraduate Curriculum Standards and Policies Committee, hereinafter referred to as CSPC, is a faculty-led, standing committee of the University. Through the CSPC, departments, colleges, and University committees work together to facilitate the overall curricular development process at Coppin State University, which concerns the rigor of academic programs, the General Education Requirements, admissions standards, retention, and graduation policies. The CSPC shall have the power to organize its constituents and to compose bylaws and regulations for its own proceedings. These CSPC bylaws and regulations shall not contravene the statutes, regulations, and policies of the University, the powers of the Board of Regents, the powers delegated to the Chancellor and to the University President.

## ARTICLE I:

### 1. GENERAL RESPONSIBILITIES OF THE UNDERGRADUATE ACADEMIC CURRICULUM STANDARDS AND POLICIES COMMITTEE (CSPC)

- 1.1 It shall be the responsibility of the CSPC to create all policies and procedures, which affect the development, renewal, approval, suspension, and discontinuation of undergraduate curriculum at Coppin State University such as general, college, and departmental standards for retention and graduation.
- 1.2 The CSPC shall have oversight for curriculum policies that govern programmatic aspects of student learning such as majors, minors, internships, practicums, continuing studies experiences, study abroad programs/courses, courses including online and hybrid courses for

content verification and outcome alignments, online programs, certificates, and all other academic activities regarded as components of a degree.

1.3 The CSPC is responsible for making recommendations to the Office of the Provost and Vice President for Academic Affairs on curricular related issues:

- 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 all programs and courses including those offered on remote or satellite campuses, majors, minors, and concentrations.
- e. Consistent standards, policies, and procedures governing assessment and placement of students in co-enrichment courses.
- f. Consistent standards, policies, and procedures governing assessment and development of minors, majors, certificate programs, 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.
- h. Collaborate with the colleges, the Office of the Provost and Vice President for Academic Affairs, and the Office of Institutional Research and Assessment to produce an annual report, which will be submitted to the Office of the Provost and Vice President for Academic Affairs by May 31<sup>st</sup> each year, with recommendations on broad, University-wide curricular issues that extend beyond the purview of any single college or department

(i.e., institutional student learning outcomes’ selection and alignment with the Academic Affairs’ Strategic Plan for continuous programmatic assessment and review).

- i. Establish parameters for collaboration with the Provost and Vice President for Academic Affairs to integrate feedback on program reviews for all academic programs including those on probation, suspension, or discontinuation; and monitor the status and established outcome of reviewed programs.

1.4 The CSPC shall support periodic review of all approved programs, certificates, course proposals, and outcomes of program reviews in compliance with periodic program review guidelines established by the University System of Maryland, and only as requested in connection with USM program reviews.

## ARTICLE II:

### 2. MEMBERSHIP OF THE COMMITTEE

#### 2.1 Officers of the CSPC:

Officers of the CSPC shall consist of

- a. The Chair
- b. The Vice Chair
- c. The Parliamentarian
- d. The Secretary
- e. An Advisor, to be named at the discretion of the Chair in consultation and collaboration with the Provost.

#### 2.2 Faculty Membership:

- a. The faculty of each undergraduate academic department and the Faculty Senate shall elect one representative and an alternate from its faculty to serve on the CSPC. The

representative or alternate shall serve for a period of up to two terms, with each term consisting of two years.

### 2.3 Administrative Voting Membership:

- a. The Registrar

### 2.4 Administrative Non-Voting Membership:

- a. Provost and Vice President for Academic Affairs
- b. Academic College Deans
- c. Assistant Vice President for Planning and Accreditation
- d. Director of the Library
- e. Director of Admissions
- f. Enrollment Management Designee
- g. Dean, Graduate School
- h. Honors Program Designee
- i. President, Faculty Senate, except in cases where the Faculty Senate President functions as the Senate representative
- j. Department Chairs, except in cases where Chair functions as department representative
- k. Representative of the Adjunct Faculty Advisory Council

### 2.5 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 the term of service.
- c. The period of service shall not exceed two semesters.

### 3. RESPONSIBILITIES OF THE CSPC MEMBERS AND OFFICERS

3.1 CSPC members and alternates are responsible for attending all scheduled meetings of the CSPC.

3.2 Each department, Faculty Senate, and Student Senate shall be responsible for electing an alternate representative to the CSPC who shall vote in the absence of the corresponding representative. The CSPC alternate shall receive the schedule of meetings, copies of all documents pertaining to CSPC issues, proposals, and discussions.

3.3 It shall be the responsibility of the representative and/or the alternate to review all proposals on the CSPC agenda prior to the scheduled meeting to ensure all departmental, Faculty Senate, or Student Senate members' participation and input so that the majority position represents the vote of the unit.

3.4 The major responsibilities of the CSPC officers are described as follows:

The *Vice Chair*, who is to be a faculty member elected from among the membership of the CSPC, shall

- a. Conduct the meetings of the CSPC in the absence of the Chair;
- b. Have all the prerogatives and responsibilities of the Chair while acting as the Chair;
- c. Have regular voting privileges;
- d. Shall serve a term of two years.

The *Parliamentarian*, who is to be a faculty member appointed by the CSPC Chair, shall

- a. Have a copy of Robert's Rules of Order present at each meeting and use it to arbitrate all procedural and governmental questions that arise;
- b. Make the final decision on all parliamentary questions;
- c. Be a voting member of the committee;

d. Shall serve a term of two years.

The *Secretary*, who is to be a faculty member appointed by the CSPC Chair, shall

- a. Record all motions (including names of motion makers and seconders), all votes (including abstentions), and all decisions;
- b. Maintain a written record of all data considered by the CSPC in support of its decisions;
- c. Submit in writing to the Chair all actions of the CSPC;
- d. Submit minutes to the Chair no later than seven working days after each regular meeting;
- e. Be a voting member of the committee;
- f. Shall serve a term of two years.

The *Advisor*, to be named at the discretion of the Chair in consultation and collaboration with the Provost, can be a prior CSPC member or outgoing Chair. The major responsibility of an Advisor is to advise the Chair and the Executive Committee on curriculum related policies and regulations. An Advisor shall not serve more than two consecutive, two-year terms.

#### 4. CSPC CHAIR'S ROLE AND RESPONSIBILITIES

- 4.1 The Chair shall be a tenured faculty member, who serves as a member of the CSPC, and is nominated and elected by the CSPC.
- 4.2 The Executive Committee shall set the agenda for all meetings. The chair shall ensure that proper and timely submission guidelines are adhered to for all documents submitted for consideration.
- 4.3 The chair shall convene all meetings and shall be responsible for the dissemination of the agenda, meeting minutes, proposals, requests, and recommendations to the full voting membership.

- 4.4 The chair shall advise the Executive Committee when he or she is unable to preside over a meeting. In the absence of the chairperson, the vice chair shall preside.
- 4.5 The chair in conjunction with the CSPC and the Office of the Provost and Vice President for Academic Affairs shall conduct periodic review of policies and procedures to support ongoing review of undergraduate programs of study. The Executive Committee shall submit a report of outcomes from the review to the full committee for approval.
- 4.6 The chair shall not serve more than two consecutive, two-year terms.
- 4.7 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.
- 4.8 The chair is responsible for the publication of all regularly scheduled meeting dates of the committee at the beginning of the academic semester.
- 4.9 The chair or his/her designee shall be ex-officio of all ad hoc and standing subcommittees and shall submit to the full CSPC voting membership monthly reports from each active ad hoc and standing subcommittee.
- 4.10 The chair shall be responsible for the monthly publication of all CSPC actions rendered in response to course and program proposals.

## 5. RESPONSIBILITIES OF THE CSPC 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, selected officers, the advisor, and the Registrar.

- 5.1 The Executive Committee shall perform a preliminary review of all proposals, including any supporting or minority reports, for accuracy and completeness and return any incomplete part

or whole proposals to the petitioner. The Executive Committee has the right to defer the review of a proposal.

5.2 The Executive Committee will send all proposals pertaining to the General Education Requirements to the subcommittee 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.

5.5 The Executive Committee shall be responsible for recording and archiving the Committee's business.

## 6. STANDING AND AD HOC SUBCOMMITTEES OF THE CSPC

The CSPC voting membership and the Executive Committee of the CSPC shall be informed of the charge and term of service of each ad hoc and standing subcommittee.

### 6.1 The General Education Requirements (GER) Subcommittee

The GER Subcommittee has the following responsibilities:

- a. Conduct periodic review of GER.
- b. Review all proposals related to GER.
- c. Make recommendations for acceptance or rejection of new GER.
- d. Coordinate outcome assessment of GER courses.

### 6.2 Executive Committee

The responsibilities of the Executive Committee are described under section 5.

- 6.3 The chair appoints the standing and ad hoc subcommittees in consultation with the Executive Committee and the Provost and Vice President for Academic Affairs. All appointments shall be announced to the full CSPC body, and discussions shall be allowed.
- 6.4 All committees, including ad hoc and standing subcommittees, shall maintain a record of its deliberations (e.g., official *Minutes*) and submit a copy of the committee's *Minutes* to the Executive Committee at least five (5) business days prior to the next regularly scheduled CSPC meeting.
- 6.5 Each ad hoc or standing subcommittee shall elect its chair.
- 6.6 The findings of ad hoc and standing subcommittees shall be reported to the full CSPC voting members for final action or disposition.
- 6.7 An ad hoc subcommittee shall be discharged by adoption of a motion to discharge or by submission of the final report.

## 7. MEETING PROCEDURES

The CSPC shall hold regularly scheduled meetings of the Committee during the academic year, with meeting dates published by August 15th for the academic community. Agendas and agenda related items shall be disseminated campus-wide at least five (5) business days in advance of the scheduled meetings. All CSPC meetings shall be open to the academic community. Non-voting members, guests, and all other members of the academic community at large shall make a request of the CSPC Executive Committee for their proposals to be placed on the CSPC executive agenda in no fewer than five (5) business days prior to the scheduled Executive Committee meeting.

- 7.1 Meetings shall be governed according to the latest edition of Robert's Rules of Order. A quorum shall be defined as a majority of the entire membership.

7.2 The CSPC regular meetings shall be scheduled on the third Wednesday of each month.

7.3 Meetings shall start promptly at 3 pm with the roll call of representatives.

7.4 Cancellations or changes 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 or in exigent circumstances as soon as possible through the University's electronic communication system. Cancellations or changes shall be recorded in the *Minutes* of the next scheduled committee meeting.

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

## 8. VOTING PROCEDURES

8.1 All motions will be implemented according to the latest edition of Robert's Rules of Order.

8.2 The representative or 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 a quorum.

8.3 Tabulation of the CSPC voting on all proposals shall be conducted by the Secretary and submitted to the Chair at the end of the vote for verification and signature.

8.4 The vote for officers of the CSPC shall be by secret ballot every other year during the last regularly scheduled spring semester meeting of the committee.

8.5 A Nomination Committee, set by the CSPC Chair, shall present a slate of nominees for the Chair and Vice-Chair positions to the CSPC body for vote.

8.6 The CSPC Chair and/or designee shall vote only in cases of a tie vote.

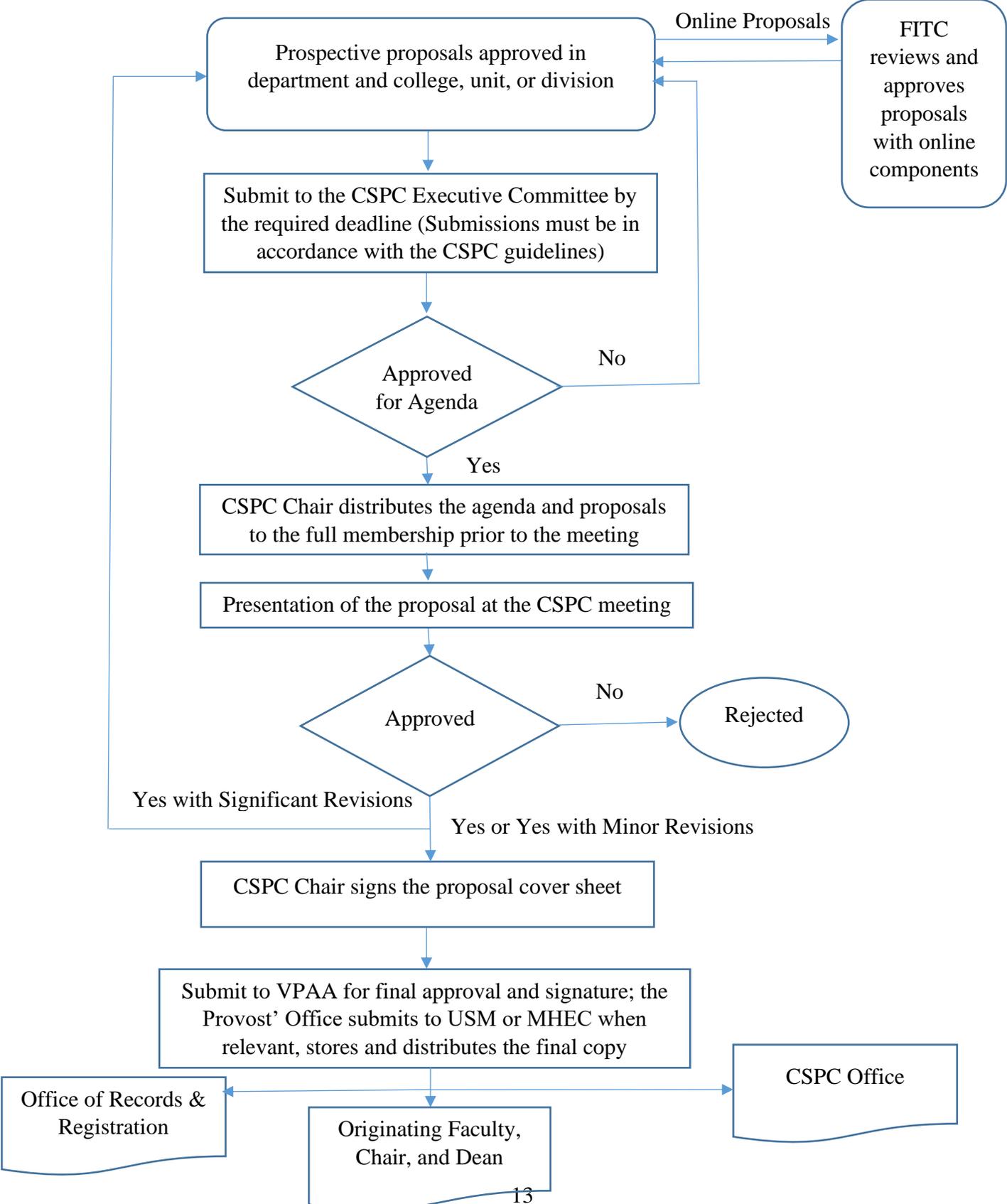
## 9. CSPC CALENDAR

9.1 The committee shall not meet during the months of June, July, August, and January, except in cases where the committee engages in initiatives concerning the committee's charge, to conduct special call meetings or emergencies.

## 10. PUBLICATIONS OF THE CSPC

10.1 The chair shall be responsible for the dissemination and posting of all committee documents from the CSPC, with submission of aforementioned documents to the Office of the Provost and Vice President for Academic Affairs.

11. PROPOSAL SUBMISSION AND APPROVAL PROCESS



## Article III:

### 12. AMENDMENTS AND REVIEW OF THE CSPC BYLAWS

#### 12.1 Amendments:

- a. Any proposal to amend the CSPC bylaws must be given to the Secretary of the CSPC in writing.
- b. The proposal must then be circulated to the CSPC membership for 30 days with the notice of meeting date and time.
- c. Amendments to the bylaws shall be adopted by a two-thirds vote of members entitled to vote and present at two consecutive meetings at which the amendment has been read.
- d. Amendments shall be effective the semester following approval by the Provost and Vice President for Academic Affairs.

#### 12.2 Review:

- a. The bylaws shall be reviewed every 3 years, initiated by April of the end of the third year, by a subcommittee designated by the Chair of the CSPC at the September meeting.
- b. Review findings and recommendations shall be reported at the February meeting.
- c. The latest revision/review date shall be duly noted on the respective bylaw(s).

## 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>

**Certificate** - A sequential arrangement of courses, which offers an alternative academic credential to the lengthier undergraduate or graduate degree programs. The coursework of such programs tends to be compressed, focusing almost entirely on a specific topic.

[https://learn.org/articles/What\\_is\\_a\\_College\\_Certificate\\_Program.html](https://learn.org/articles/What_is_a_College_Certificate_Program.html)

In Maryland, undergraduate certificates an institution may offer include lower division certificate (freshman or sophomore levels, or both) and upper division certificate (junior or senior levels, or both), both of which require successful completion of at least 12 semester credit hours.

**Co-Enrichment Program** - Instructional activities or services designed for students deficient in the general competencies necessary for college-level work, especially in reading, writing, and mathematics. Co-enrichment courses can be taken to earn credit(s) or with a non-credit option.

**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.

**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 Requirements** – 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 Requirements 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.

**Online Course** – Course work taught by an institution through the Internet, which does not require any face-to-face meetings in a physical location. <https://www.igi-global.com/dictionary/designing-online-learning-programs/20939>

**Online Program** – A sequence of courses taught by an institution through the Internet rather than attending college in a traditional campus setting, leading to the formal award of a certificate or degree. [https://en.wikipedia.org/wiki/Online\\_degree](https://en.wikipedia.org/wiki/Online_degree)

**Policy** – A deliberate system of principles to guide decisions and achieve rational outcomes. A policy is a statement of intent and is implemented as a procedure or protocol. Policies are generally adopted by a governance body within an organization. <https://en.wikipedia.org/wiki/Policy>

**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.

**Proposal to CSPC** - Curriculum approval at Coppin State University requires a series of steps. The key component of obtaining approval involves creating a strong course or program proposal, and documentations substantiating all steps as outlined in the CSPC (course or program) proposal forms. Proposal (s) not following CSPC forms-format, will be returned. Additionally, all CSPC proposals or program forms must be attached to the CSPC routing sheet and submitted to the CSPC Chair through proper channel (Chair, Dean and CSPC Chair) by the due date as published by CSPC each semester.

In accord with the annotated code of Maryland, new degree-granting programs, certificate programs, substantial modifications of existing programs or programs offered at a new site, require the approval of the Board of regents and the approval of the Maryland Higher Education Commission (MHEC).

Major modifications of the general education requirements, as well as suspension, curtailment, or discontinuance of programs shall be submitted to the Chancellor for approval. Prospectus and program proposals forwarded for consideration by the Board of Regents and the Maryland Higher Education Commission must be in conformance with the procedures and format as published in the most current University System of Maryland Academic Program Development Procedures and the Policies and Procedures for Academic Program Proposals of the Maryland Higher Education Commission.

**Remote or Satellite Campus** – A remote or satellite campus is a campus of a college or university that is located at a distance from the original university or college area.

[https://en.wikipedia.org/wiki/Satellite\\_campus](https://en.wikipedia.org/wiki/Satellite_campus)

**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

Henry M. Robert III and others. *Robert's Rules of Order Newly Revised*, 11th Edition. Da Capo Press. 2011.

*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.

USM 96.0 III – 7.00 Policy on Degree & Curricular Requirements:  
<https://www.usmd.edu/regents/bylaws/SectionIII/III700.html>

USM I – 6.00 Policy on Shared Governance:  
<https://www.usmd.edu/regents/bylaws/SectionI/I600.html>

[https://mhec.maryland.gov/institutions\\_training/Documents/acadaff/acadproginstitapprovals/CO\\_MAR\\_CH\\_03\\_Web.pdf](https://mhec.maryland.gov/institutions_training/Documents/acadaff/acadproginstitapprovals/CO_MAR_CH_03_Web.pdf)

[https://mhec.maryland.gov/institutions\\_training/Documents/acadaff/OOS\\_Online/OOS\\_Renewal/GLOSSARY.pdf](https://mhec.maryland.gov/institutions_training/Documents/acadaff/OOS_Online/OOS_Renewal/GLOSSARY.pdf)

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

## Acknowledgements

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 Dr. Rolande Murray, Assistant Vice President for Academic Operations  
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