

# Curriculum Oversight

	<p>Policy identification number: <b>Number to come</b></p> <p>File: <b>Academic Policies &gt; Curriculum Policies</b></p> <p><b>Curriculum Oversight</b></p> <p>Policy summary</p> <p><b>This policy operationalizes the principle of shared governance of the curriculum.</b></p>
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Policy Owner	Approval Date	Effective Date
<b>Provost and Vice President for Academic Affairs</b>	<b>February 1, 2017</b>	<b>February 1, 2017</b>

Search Terms	Scheduled for Review
<b>curriculum, oversight, governance, provost, academic affairs, c, pvpaa</b>	<b>Spring 2022</b>

## Commitment to Principles of Shared Governance

Fort Lewis College is committed to the principles of shared governance set forward by the American Association of University Professors (AAUP) in 1966. We believe in the collective decision making process and the representation of key constituency groups. Shared governance requires that all stakeholders (administration, faculty, staff, and students) be allowed meaningful participation in issues that impact them and includes the ability to co-create, co-interpret, and co-enforce policies on a regular basis.

As academic matters are foremost in the operation of the college, we affirm the following statement endorsed by the AAUP, the American Council of Education (ACE), and the Association of Governing Boards of Universities and Colleges (AGB).

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

We acknowledge that the Board of Trustees is charged with the general supervision of the college and the exclusive control and direction of all funds and appropriations to the college,

unless otherwise provided by law. We acknowledge that the Board of Trustees is ultimately responsible for all legal decision making related to operations of the college under Colorado State Law and as outlined in the FLC Mission Statement and that this responsibility is delegated to the campus administration. With regard to the administration, we affirm they have the primary responsibility to organize the operations of the college in line with state and national regulatory bodies.

There is a delicate balance between participation in planning, the decision making process, and administrative accountability, especially in those areas where the faculty has primary responsibility. It is the responsibility of the administration making decisions to clearly communicate the decisions and the reasons behind the decisions to all impacted parties.

We are committed to the principle of shared governance whereby the different perspectives of all stakeholders are valued and will be heard. Shared governance requires that all stakeholders participate in discussion of issues impacting them. As adequate communication, trust and transparency are critical to informed participation, information that forms the basis for decisions should be shared among the parties involved and there should be adequate time for consideration and response.

We affirm that shared governance is a dynamic process and faculty, students, and administration will jointly assess the procedures and policies annually.

**Affirmed**

A handwritten signature in black ink, appearing to read "David Blake".

**Affirmed**

A handwritten signature in black ink, appearing to read "Connor Cafferty".

**Affirmed**

A handwritten signature in black ink, appearing to read "Dene Kay Thomas".

**Dr. David Blake, President, Faculty Senate**

**Mr. Connor Cafferty, President, Associated Students of Fort Lewis College**

**Dr. Dene Kay Thomas, President, Fort Lewis College**

# **Policy Statement**

1. The faculty, the academic administration, the President, the Board of Trustees, and the Colorado Commission on Higher Education share responsibility for the oversight of the curriculum.
  1. The faculty and academic administration must participate substantially in the oversight of the curriculum.
    1. The faculty's oversight tasks are determination of the curriculum's academic substance, rigor, disciplinary currency, relevance for internal and external constituencies, and like matters.
    2. The administration's oversight tasks are determination of the curriculum's alignment with the institution's mission, strategic plan, academic policies, and availability of instructional resources, impact on students, compliance with statute and policy, fulfillment of accrediting agencies' requirements, and like matters.
  2. The President must approve the addition of, name changes of, expansions of, consolidations of, and deletions of degree programs leading to a baccalaureate or master's degree.
  3. The Board of Trustees must approve the addition of, name changes of, expansions of, consolidations of, and deletions of degree programs leading to a baccalaureate or master's degree.
  4. The Colorado Commission on Higher Education must approve of the addition of, name changes of, expansions of, consolidations of, and deletions of degree programs leading to a baccalaureate or master's degree.
  5. The Higher Learning commission must be notified upon the creation or deletion of a major. The commission requires prior approval with the addition of academic program(s) at a degree or credential level not previously included in the institution's accreditation and/or the addition of academic programs that require allocation of substantial financial investment or resources.
2. Members of the faculty and the administration may initiate proposals to modify the curriculum for reasons related to their oversight tasks.
3. The Faculty Senate and the Provost may mutually agree to exempt from review minor curriculum modifications.
4. The Registrar will provide to the Faculty Senate and the Provost an impact study for each proposal to modify the curriculum.

5. The Faculty Senate must review and approve all non-exempted curriculum modification proposals initiated by faculty and must review all curriculum modification proposals initiated by administration.
6. The Provost must review and approve all non-exempted curriculum modification proposals initiated by faculty or administration. These proposals will be forwarded for review and approval by the President only as specified in policy statement 1B.
7. The Faculty Senate and the Provost must inform each other and the Registrar in a timely manner of their timetables and procedures for the review of and approval of curriculum proposals for the next Catalog of Courses.
8. In the event that the Provost disagrees with the Faculty Senate on a curricular proposal, the Provost must provide a rationale for the dissent in writing. Prior to final action by the Provost, a meeting must be held with the Faculty Senate to attempt to mediate and resolve the disagreement. In the event the disagreement still remains, the President will serve as final arbitrator.

## **Reason for Policy**

This policy operationalizes the principle of shared governance of the curriculum.

## **Responsibilities**

**Responsible for following policy:** Faculty, Faculty Senate, department chairs, deans, and Registrar's Office

**Responsible for enforcement of policy:** Provost

**Responsible for oversight of policy:** Provost

**Responsible for posting and campus notification:** Policy Librarian

**Responsible for procedures:** Faculty Senate President, Provost, and Registrar

**Responsible for joint assessment of effectiveness of shared governance:** President of Faculty Senate, President of Associated Students of Fort Lewis College, and President of Fort Lewis College

## **Definitions**

**Curriculum :** The courses of instruction, the general education program, the degree programs leading to a baccalaureate or master's degree, and ancillary baccalaureate and post-baccalaureate

credentials, including minors, certificates, and licensing preparation programs that are presented in the *Catalog of Courses* and identified on the academic transcript.

**Curriculum modifications :** The addition of, revision of, and deletion of curriculum.

**Impact study:** A determination of the effects of a curriculum modification proposal on students under current catalogs still in effect, other curriculum, incoming transfer students, and other purposes as requested by the Faculty Senate or the Provost.

## Cross-Referenced Policies

Board of Trustees Policy and Procedure Manual

Colorado Commission on Higher Education Policy Section I, Part B: Policy and Procedure for the Approval of New Academic Programs in State-Supported Institutions of Higher Education in Colorado

Colorado Commission on Higher Education Policy Section 1, Part G: Policy and Procedure for the Discontinuance of Academic Degrees with Low Program Demand

Higher Learning Commission Institutional Change Policy INST.F.20.040

## Revision History

This policy was revised February 1, 2017 to include the “Commitment to Principles of Shared Governance” and modify the responsibilities statement to identify who is responsible for joint assessment of effectiveness of shared governance.