

## CAPC Annual Report

**Due Date:** Submit in MSWord format to [ecus@list.gcsu.edu](mailto:ecus@list.gcsu.edu) no later than April 27, 2012

*Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.*

**Committee Name:**

Curriculum and Assessment Policy Committee

**Academic Year:**

2011-2012

**Committee Charge:**

[http://info.gcsu.edu/intranet/univ\\_senate/Standing\\_Committee\\_Bylaws.htm](http://info.gcsu.edu/intranet/univ_senate/Standing_Committee_Bylaws.htm)

**Committee Calendar:**

August 10, 2011 – Organizational Retreat  
September 2, 2011  
October 7, 2011  
November 4, 2011  
December 2, 2011  
January 13, 2012  
February 3, 2012  
March 2, 2012  
April 6, 2012

**Executive Summary:**

CAPC spent a great deal of time discussing the University's general education goals, the GC Core Curriculum (Cube), and assessment of the Cube. We held two forums in November on the University Shared Learning Goals, and two forums in November on the writing and speaking overlays in the Cube framework. We initiated a blog to solicit feedback on these proposals: <http://gccapcproposals.blogspot.com>.

The discussions resulted in proposed revisions to the general education goals and to the Cube in motions *1112.CAPC.003.P General Education Goals Revision* and *1112.CAPC.004.C GC Core Curriculum Revision*. We made further revisions to the Cube in motion *1112.CAPC.012.P Area AI Outcome Revision*.

CAPC also reviewed its own procedures for reviewing proposals. We revised our procedures so that establishing or eliminating concentrations requires CAPC and senate approval. Deactivation or discontinuation of minors also requires CAPC and senate approval.

CAPC established an *ad hoc* committee on the Cube to replace the University Curriculum Committee (UCC). The structure seemed to work well, so CAPC proposed a bylaws revision to establish a permanent subcommittee on the core curriculum (SoCC). The senate approved the proposed revision. SoCC is charged with continuing to review courses for inclusion in the Cube and also with assessing the Cube.

CAPC also continued its work in reviewing curricular proposals.

**Committee  
Membership  
and Record of  
Attendance:**

Attendance 2011-12	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Kay Anderson	X	X	X	X	X	R	R	X	X
Carol Bader	R	X	R	R	R	X	X	X	X
Karen Bendersky	R	R	R	X	X	X	R	X	X
Alex Blazer	X	X	X	R	X	X	X	X	X
Beauty Bragg	X	X	X	X	X	X	X	X	X
Ryan Brown	X	X	X	X	X	X	X	X	X
Beth Broyles	R	X	X	X	X	X	X	X	X
William Fisher	R	R	X	R	R	R	R	R	R
Diane Gregg	X	X	X	X	R	X	R	X	X
Cara Meade	X	X	X	X	X	R	X	X	X
Fadhili Mshana	R	R	R	R	R	X	X	X	X
Susan Steele	X	X	X	X	X	X	X	X	X
John Swinton	X	R	X	X	R	X	X	R	R

**Committee Operating Procedures:**

See attached.

**Motions brought to the Senate floor:**

*1112.CAPC.001.C Renaming M.Ed. in Secondary Education to M.Ed. Secondary Education in Curriculum and Instruction*

To change the name of the Master of Education in Secondary Education to Master of Education in Secondary Education in Curriculum and Instruction.

*1112.CAPC.002.P CAPC Review Process*

To adopt the curricular review process outlined in the supporting document.

*1112.CAPC.003.P General Education Goals Revision*

To adopt the proposed revision of the general education goals as given in the supporting document.

*1112.CAPC.004.C GC Core Curriculum Revision*

To adopt the revision of the Georgia College Core Curriculum as given in the supporting document.

*1112.CAPC.005.C New Concentration: Liberal Studies*

To approve the new concentrations in Liberal Studies outlined in the supporting documents.

*1112.CAPC.006.C New Program: M.Ed. with a major in Outdoor Education Administration*

To approve the new M.Ed. with a major in Outdoor Education Administration.

*1112.CAPC.007.C New Program: MAT in Early Childhood Education*

To approve the new MAT program in Early Childhood Education.

*1112.CAPC.008.C Deactivation: Minor in International Business*

To approve the deactivation of the Minor in International Business.

*1112.CAPC.011.B Establish a CAPC Subcommittee*

To approve the proposed revision the bylaws of the University Senate, establishing a permanent subcommittee of CAPC.

*1112.CAPC.012.P Area A1 Outcome Revision*

To approve striking "and oral" from the Area A1 outcome as proposed in the supporting documents.

**Other Significant Deliberation (Non-Motions):**

Beauty Bragg was selected to be the CAPC representative on the SACS steering committee.

After Motion *1112.CAPC.002.P CAPC Review Process* was passed, CAPC revised the review process further. The review guidelines are attached.

**Ad Hoc Committees and Other Groups:**

In August 2011 CAPC chartered an *ad hoc* committee on the University Core Curriculum (UCC) to review course proposals for inclusion in the Cube and to begin to develop assessment plans. The committee charter is attached.

In October 2011 CAPC established a working group to develop a Cube assessment plan. This group worked in conjunction with the University Assessment Team (UAT) and the UCC to develop a draft plan. This project is incomplete.

**Committee Reflections:**

The committee was very collegial this year and we were able to accomplish many things. The members were very engaged in all of our deliberations. The level of engagement was highest when the chair made the agenda available early, i.e. at least five days prior to the meeting.

**Committee Recommendations:**

Next year CAPC should work with SoCC and the UAT to develop a sustainable assessment plan for the Cube. CAPC will also need to address issues relating to transfer students and the overlays in the Core Curriculum Framework. The proposal to establish a concentration in Philosophy was committed to CAPC by the senate and will likely need to be reviewed again.

**Recommend items for consideration at the governance retreat:**

CAPC should determine how best to address assessment policy relating to the Cube and programs, whether by delegating responsibility to the SoCC or by establishing a work group.

Submitted respectfully,  
Ryan Brown  
CAPC Chair, 2011-2012

**2011-2012 CAPC OPERATING PROCEDURES**  
**(APPROVED BY CAPC at its 2 September 2011 meeting)**

**RELEVANT UNIVERSITY SENATE BYLAWS**

**WHO IS ON CAPC?** V.Section2.C.2.a. Membership. *The Curriculum and Assessment Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as his/her designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

**WHO ARE VOTING MEMBERS OF CAPC?** IV.Section 4. Committee Service and Voting. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. **Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.**

**WHAT DOES CAPC CONSIDER?** V.Section2.C.2.b. Scope. *The Curriculum and Assessment Policy Committee shall be concerned with policy relating to curriculum and academic assessment, which includes, but is not limited to, policies relating to general university degree requirements (e.g. General Education Curriculum, Foreign Language requirement, Wellness requirement), academic program assessment, and continuing education and non-degree programs. In addition to its policy recommending function, this committee shall be responsible for reviewing and approving proposals to create or deactivate certificates, concentrations, degree programs, and minors, as well as the periodic review of general education requirements and learning outcomes. This committee also provides advice, as appropriate, on procedural matters relating to curriculum and academic assessment.*

**WHAT ARE UNIVERSITY SENATE FUNCTIONS?** I.Section2. *The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. **In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration,** particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. ***The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.****

**WHAT ARE COMMITTEE FUNCTIONS?** V.Section2.C. Standing Committees. *These committees shall **have the following three functions** (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.*

**COMMITTEE ANNUAL REPORT** IV.Section 2. Reports. *The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee **shall present a comprehensive, written, annual report***

***in an appropriate format** to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.*

**OPERATING PROCEDURES** *III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall **establish their own operating policies and procedures** consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.*

#### **MEETINGS, CALL, NOTICE, QUORUM**

*IV.Section 6. Meetings. The standing committees, as listed in V.Section2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year.***

*IV.Section6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by** the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.*

*IV.Section6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.*

*IV.Section6.C. **Quorum.** A majority of the standing committee membership shall constitute a quorum.*

**COMMITTEE OPERATING PROCEDURES:** *A summary of the standard operating procedures used to conduct business during the year.*

- First and foremost the Curriculum and Assessment Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following:
  - Communicate openly and candidly with each other -- holding back constructive criticism weakens the team
  - Resist communicating *on behalf of the committee* without consultation even if the item feels like a “no-brainer”
  - After committee consultation, copy the entire committee if/when you communicate on its behalf
  - All CAPC members share responsibility to seek out and identify concerns within CAPC scope (Article V, Section 2.B.2)
- The **Chair**
  - **Bylaws Responsibilities:**
    - Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
    - Submit such reports to University Senate Secretary in appropriate format for minutes (Article II, Section 3.I)
    - Transfer committee records to the following year's committee (Article IV, Section 3.B)
    - Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
    - Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)

- Be notified by a committee member who is going on extended leave (Article II Section 3.H)
- Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
- **Other Responsibilities:**
  - Be contacted by committee members extending regrets prior to a scheduled committee meeting
  - Presides at committee meetings
  - Drafts (in consultation with the committee) the tentative agenda for committee meetings
  - Distributes each tentative agenda to the committee via email prior to the committee meeting
  - Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
  - Entering committee motions proposed for University Senate consideration into the online motion database
  - Advertising committee meeting times and meeting agenda to the university community
  - Others as defined/assigned by the committee
- The **Vice-Chair**
  - **Bylaws Responsibilities:**
    - None
  - **Other Responsibilities:**
    - Assumes all duties and responsibilities of the chair in the absence of the chair
    - Others as defined/assigned by the committee
- The **Secretary**
  - **Bylaws Responsibilities:**
    - The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
  - **Other Responsibilities:**
    - Be contacted by committee members extending regrets prior to a scheduled committee meeting
    - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
    - Others as defined/assigned by the committee
- **Agenda:** The agenda of committee meetings is set by the following process.
  - At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
  - A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
  - This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
  - This tentative agenda includes all available supporting documents for items to be considered by the committee.
  - The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order.
- **Communication Tools**
  - Committee email list: [capc@list.gcsu.edu](mailto:capc@list.gcsu.edu)

- Committee web presence:  
[http://info.gcsu.edu/intranet/univ\\_senate/SCs2011-2012/CAPC/index.htm](http://info.gcsu.edu/intranet/univ_senate/SCs2011-2012/CAPC/index.htm)
- **Deliberation**
  - Advisory Matters: (Committee workgroup requesting committee guidance, advisory function of the committee)
    - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
  - Policy Matters: (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration)
    - Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.
- **Duration**
  - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.
- **Minutes** The minutes of the committee shall be drafted by the following process.
  - The committee secretary shall keep notes of the meeting.
  - The committee secretary may request clarification from the committee at any point in the meeting.
  - Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
  - The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
  - This draft of the minutes is circulated to the committee for review prior to posting.
  - The committee members shall have a minimum of two business days to review the minutes.
  - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
  - The minutes are posted
  - *Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.*
- **Parliamentary Authority**
  - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Curriculum and Assessment Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Faculty Affairs Policy Committee may adopt.
- **Quorum**
  - A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)
- **Voting**
  - Voting Members: Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.
  - Voting Threshold: In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*.
    - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.



- The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.
- **Amendment of these operating procedures**
  - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.

**Guidelines for Submitting Proposals to the  
Curriculum, Assessment, and Policy Committee  
Revised January 13, 2012**

**WHAT TYPES OF CURRICULUM PROPOSALS ARE REVIEWED BY CAPC?**

CAPC reviews proposals that concern the establishment of new degree programs, new minors, new concentrations, renaming degree programs, deactivating degree programs, discontinuing degree programs, eliminating concentrations, eliminating minors, establishing or terminating certificate programs. The committee also reviews proposals that involve course proposals that apply across Colleges (e.g., First Year Academic Seminar, new core courses). Other issues are reviewed as described by by-laws in the CAPC Charge.

Changes to existing degree programs, minors, or certificates, such as those that involve modifying course requirements or deactivating specializations within a degree program (but not deactivating or discontinuing the degree program itself) are reviewed by CAPC for communication and information purposes, but ordinarily need not be forwarded to the entire senate and do not go on to BOR review.

**WHAT TYPES OF CURRICULUM PROPOSALS ARE NOT REVIEWED BY CAPC?**

Most course proposals **DO NOT** come to CAPC, but they **ARE** reviewed and recommended by the appropriate College Curriculum and Instruction committee.

**WHO MAY SUBMIT CURRICULUM PROPOSALS TO CAPC THAT CONCERN DEGREE PROGRAMS?**

Proposals involving degree programs (new degree programs, new minors, new concentrations, renaming degree programs, deactivating degree programs, discontinuing degree programs, eliminating concentrations, establishing or terminating certificate programs) that have been reviewed and recommended by the appropriate College Curriculum Committee should be sent by the Dean of the college electronically to the chair of CAPC with a copy to the chair of the Executive Committee of University Senate **AND** the Provost. Be sure to include the full documentation submitted to the College Curriculum Committee and indicating Curriculum and Instruction review and recommendation.

**WHO MAY SUBMIT OTHER CURRICULUM ITEMS/PROPOSALS TO CAPC?**

Standing committee business may be initiated by any member of the committee, by the Executive Committee of the University Senate, by the President, or by a written request to the Executive Committee signed by at least three Senators.

**WHAT IS THE ROUTING/APPROVAL PROCESS FOR PREPARING AND SUBMITTING PROPOSALS?**

### *New Degree Programs (Undergraduate)*

**Submissions for new degree programs should follow the process outlined in the Georgia College Policy Manual ([New Program Procedure](#)) and described below.**

- Departments should complete the preliminary process of discussions with the Dean and Vice President of Academic Affairs described in the GC Policy Manual ([New Program Procedure](#)). If the proposal is deemed viable, the department must submit a letter of intent request to the appropriate College Curriculum and Instruction Committee, which then forwards it to the Dean for approval.
- Letter of Intent is submitted by the Dean to the chair of CAPC and copied electronically to the chair of the Executive Committee of the University Senate and the Provost.
- CAPC sends the letter of intent to the University Senate for approval.
- Senate sends letter of intent to the President for approval, who informs the Provost of action.
- Provost sends letter of intent to the BOR.
- BOR Staff reviews request and gives approval to develop full proposal.
- Full proposal prepared by the department and sent to College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for action.

### *New Degree Programs (Graduate)*

**Submissions for new graduate degree programs should follow the process outlined in the Georgia College Policy Manual ([New Program Procedure](#)) and described below.**

- Departments should complete the preliminary process of discussions with graduate faculty in the college, the Dean and the Provost described in the Georgia College Policy Manual ([New Program Procedure](#)). If the proposal is deemed viable, the department must submit a letter of intent request to the appropriate College Curriculum and Instruction Committee, which then forwards it to the Dean for approval.
- Letter of Intent is submitted by the Dean to the chair of CAPC and copied electronically to the chair of the Executive Committee of the University Senate and the Provost.
- CAPC sends the letter of intent to the University Senate for approval.
- Senate sends letter of intent to the President for approval, who informs the Provost of action.
- Provost sends letter of intent to the BOR.
- BOR Staff reviews request and gives approval to develop full proposal.
- Full proposal prepared by the department and sent to graduate faculty in the College for discussion and approval.

- Proposal is then sent to College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for action.

**A similar process, with minor modifications, is followed for proposals involving the following items that fall under CAPC's charge:**

***New Minors***

- Departments should complete preliminary discussions with the Dean and Provost.
- If the proposal is deemed viable, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review.

***New Concentrations***

- Departments should complete preliminary discussions with the Dean and Provost.
- If the proposal is deemed viable, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Renaming Degree Programs***

- The department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval. (**Note:** If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.

- Academic Affairs sends proposal to BOR for staff review.

***Deactivate (put on hold for a period of time) degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (Note: If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Deactivate (put on hold for a period of time) specialization or concentration within an existing and continuing degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (Note: If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Deactivate (put on hold for a period of time) minor***

- Departments should complete preliminary discussions with the Dean and Provost. (Note: If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.

- Academic Affairs sends proposal to BOR to inform the staff.

***Discontinue (permanently eliminate) degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (Note: If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review and BOR action.

***Discontinue (permanently eliminate) specialization or concentration within an existing and continuing degree program***

- Departments should complete preliminary discussions with the Dean and Provost. (Note: If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC for information and communication purposes, and copies it to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Discontinue (permanently eliminate) minor***

- Departments should complete preliminary discussions with the Dean and Provost. (Note: If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed prudent, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC for information and communication purposes, and copies it to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR to inform the staff.

***Establish or terminate certificate program (not tied to a degree)***

- See the Georgia College Policy Manual ([New Certificate Procedures](#)) for a full description of the procedures to be followed for certificates.
- Departments should complete preliminary discussions with the Dean and Provost. (**Note:** If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.)
- If the proposal is deemed viable, the department prepares the proposal and sends it to the College Curriculum and Instruction committee, which then forwards it to the Dean for approval.
- Dean sends proposal electronically to chair of CAPC, copied to ECUS and to the Provost.
- CAPC sends proposal to senate for approval.
- Senate sends proposal to the President for approval, who notifies the Provost of action.
- Academic Affairs sends proposal to BOR for staff review.

**Committee Name**

Ad Hoc Committee on Georgia College Core Curriculum

**Charge**

1. Solicit and review proposals for new courses to be offered in the Georgia College Core Curriculum, (GC<sup>3</sup> or the CUBE).
2. Review course offerings, course scheduling, and seat availability to ensure students have adequate access to required CUBE courses.
3. Make recommendations to the Chief Academic Officer concerning resources needed to achieve best practices in student engagement pedagogies in the CUBE.
4. Working with the University Assessment Team, review the results of student outcomes assessment to determine effectiveness of the core and General Education outcomes as they relate to the core, and recommend changes for continuous improvement.

**Membership of Committee**

This ad hoc committee is constituted so as to have a faculty representative from the College of Business, a faculty representative from the College of Education, a faculty representative from the College of Health Sciences, a faculty representative from the Department of English and Rhetoric, a faculty representative from the Department of Mathematics, a faculty representative for each of the Core areas C, D (not from the Department of Mathematics), and E, a representative from the University Assessment Team, the Registrar, and one faculty appointed by the Provost.

**Senators:**

Scott Butler (College of Health Sciences)

Mary Magoulick (Area C)

Cara Meade (Outcomes Assessment Committee)

John Swinton (College of Business)

**Non-Senators:**

Martha Allen (Mathematics)

Kay Anderson (Registrar)

Kevin Crabb (College of Education)

Esther Lopez (English and Rhetoric)

Stephanie McClure (Area E)

Caralyn Zehnder (Area D)

Provost appointee

**Standing committee to which this ad hoc committee reports**

Curriculum and Assessment Policy Committee

**Committee that chartered this ad hoc committee**

Curriculum and Assessment Policy Committee

**Date on which the ad hoc committee was chartered**

10 August 2011



**This committee was registered by**

Name: Ryan Brown

Phone: 478-445-0974

Email: ryan.brown@gcsu.edu

Date: 12 August 2011

**Ad hoc committee election results**

Date of elections: 19 August 2011

Chair (must be a University Senator): John Swinton

Vice chair: Cara Meade

Secretary: Kay Anderson

**Election results supplied by**

Name: Ryan Brown

Phone: 478-445-0974

Email: ryan.brown@gcsu.edu

Date: 19 August 2011