

Procedure language draft – CUSA KU Core Proposal Review Process

(draft below includes originally approved language, with requested edits from UCCC in red)

Proposals to include courses in the KU Core Curriculum are submitted to CUSA for review and recommendation as outlined below. All proposals should be forwarded to the University Core Curriculum Committee (UCCC) in a timely manner, including any recommendations. Concerns or comments that have been identified by either the Curricular Changes/Degree Requirements subcommittee or the full committee should be communicated to the department in order to allow that department an opportunity to improve the proposal as it moves forward. Recommendations to the department are meant to strengthen the quality of Core Goal proposals. CUSA should communicate periodically with College representatives on UCCC for updates on any changes in the interpretation of Core Goal criteria and to receive feedback on recent course inclusion proposals.

Although CUSA plays a primarily advisory role in evaluating KU Core Goal proposals for courses offered by departments/programs in CLAS, Core Goal proposals are often inextricably linked to curricular changes and/or new courses that must be approved by CUSA. Ultimate authority to approve courses for the KU Core Curriculum lies with the University Core Curriculum Committee (UCCC).

The review process for KU Core proposals is as follows:

1. Curricular Changes/Degree Requirements subcommittee reviews each proposal. Any comments or suggestions to improve a proposal will be sent to the department for consideration. ~~Except for rare circumstances where a proposal is viewed as unacceptable, a.~~ All proposals will be forwarded to CUSA for consideration at the next full committee meeting.
2. CUSA reviews each proposal, including both comments/recommendations from the subcommittee and any changes or responses from the proposing department. Departments, at their own discretion, may choose to send a representative to the meeting to answer questions and receive feedback on a proposal. CUSA will communicate any recommended changes to the department in order to strengthen a proposal based on prior experience and feedback from UCCC. Any concerns or suggestions that are sent to the department will also be forwarded along with the proposal to UCCC.
3. UCCC has final authority to approve all KU Core proposals.

In order to provide consistent feedback on KU Core proposals, CUSA shall maintain periodic communication with UCCC as follows:

1. At beginning of each academic year, CUSA ~~representatives~~ will meet with College representatives from UCCC to discuss recent Core proposals (especially those that were not approved by UCCC), any anticipated changes to the evaluation of proposals, any areas for special consideration in the coming year, or other topics of mutual interest.
2. ~~At or near the end of each academic year, CUSA and the College UCCC representatives will meet to discuss topics related to the evaluation of Core proposals, including opportunities for continued collaboration between the committees.~~
3. ~~At least once per semester, UCCC will provide feedback to CUSA on the outcomes of all KU Core proposals that originated from the College, including any suggestions that will allow CUSA to identify weaknesses in Core proposals at an early stage. The report will be submitted to the College Governance Associate.~~

2. The KU Core Coordinator for UCCC will cc' the College Governance Associate when notifying the submitting department of the outcome of their proposal.
3. At least once per semester, the College Governance Associate will prepare for CUSA a report summarizing the current status of Core proposals forwarded to UCCC. The report should include a comparison of comments provided to UCCC by CUSA, with the outcomes and comments from UCCC.
4. At least once per year, CUSA will invite College representatives serving on UCCC to discuss topics related to the evaluation of the KU Core proposals, including opportunities for continued collaboration between the committees.

Proposed Changes to College bylaws related to addition of language specific to CUSA's role in KU Core review.

(proposed additions in red)

1. Proposed changes to the Bylaws of the College Assembly in the College of Liberal Arts and Sciences

Article VII. Functions of the Standing Committees of the Assembly)

B. Special Functions

II. Committee on Undergraduate Studies and Advising (CUSA) shall:

- a. Review and recommend to the CAC and/or the CA for action on all proposals with reference primarily to undergraduate course and curricular changes, program requirements (which include degrees, majors, minors, certificates) and educational policy and procedures. New majors, minors, degrees, or certificates, or deletions of the same, should be acted on individually. All other proposals should be considered as a whole.
- b. Review and forward to the University Core Curriculum Committee all proposals to include courses in the KU Core Curriculum for courses that are offered by departments/programs within the College of Liberal Arts and Sciences.
- c. ...

Article X. Curricular Changes

- A. Proposals for course changes shall be submitted to the Committee on Graduate Studies or the Committee on Undergraduate Studies and Advising for consideration. These committees will review proposals and then either send them back to the proposing department(s) to correct and refine or forward them to the CAC, along with the committee's recommendations, at least one week in advance of the meeting at which the CAC will act upon the proposals.
- B. Proposals to include courses in the KU Core Curriculum shall be submitted to the Committee on Undergraduate Studies and Advising (CUSA) for review. In addition to forwarding all proposals to the University Core Curriculum Committee, CUSA will communicate any concerns or recommendations to the department from which a proposal originates. Comments or concerns also will be forwarded to the University Core Curriculum Committee.
- C. ...

College of Liberal Arts and Sciences

Dean's Charges to the Committee on Undergraduate Studies and Advising 2018-2019

Introduction

Each year the Dean of the College provides a set of charges to the Committee on Undergraduate Studies and Advising. This year's charges represent continued work to further improve College governance processes, including consideration of clearer guidance for the work of the committee, and the streamlining of workflow to assist departments in their work with curriculum. Additionally, the important work that began last year continues around potential barriers to student retention and progression, and forging stronger partnerships with UCCC in the review of proposals to the KU Core.

1. **Review scholarships and awards decided by CUSA Policy/Awards subcommittee** to determine which are unclear in process or language (such as, "choose an outstanding student") and develop policies/procedures around the award process for each.
2. **Review current grade appeal policy - University, College, Department levels.** Consider ways in which a change to policy or procedure could improve clarity for students, faculty and staff. Identify ambiguity in language and consider ways in which all levels of the policy can function consistently.
3. **Develop policy/procedure for streamlining and expediting certain types of curricular changes.** Important work has already occurred with the adoption of consent agenda procedures to simplify voting processes and allow time for larger policy discussion. As a next step, reducing the levels of approval needed for simpler proposed changes would provide departments the flexibility to respond more nimbly to changing trends and student needs related to curriculum.
4. **Continue work related to the review of the hours overlap policy.** Last year's committee began discussions around the current policy that restricts coursework overlap among different areas of study. CUSA should continue this discussion, including obtaining additional feedback from College departments, and determine whether changes to the current policy should be made in order to provide additional flexibility for students pursuing multiple areas of study.
5. **Consider ways in which CUSA can expand collaboration efforts with UCCC** to better facilitate the review process of KU Core proposals, and maintain a shared philosophical approach to consideration of proposals. This is a continuation of one of last year's Dean's charges. Extensive work has already been completed on this charge. Finalization of a collaboration plan and proposal for related changes to the College bylaws should be the focus for this year's committee.