

A61.7: Curricula Committee

Approved By: Faculty Senate

Last Updated: **Draft 10/8/16**

Responsible Faculty Committee: Curricula

Office Responsible for Administration: Office of the University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

POLICY RATIONALE

The primary role of the Curricula Committee, in cooperation with the Senate Graduate Committee and the Undergraduate Committee, is responsible for maintaining and enhancing the quality of the curricula in the University of New Mexico (UNM), its branches, and its graduate centers.

POLICY STATEMENT

Faculty members will be appointed by the Faculty Senate or in the case of branch campus faculty who will be appointed by their respective faculty assemblies. The Curricula Committee shall consist of the following fifteen faculty members. ~~from the main campus including the chairperson,~~ and One faculty member from each of the branch campuses; three from Arts and Sciences, [one from the humanities (including foreign languages), one from the social and behavioral sciences, one from the natural/physical sciences and math], and one each from Architecture and Planning, Dental Hygiene Programs, Education, Engineering, Fine Arts, Honors College, University Libraries, Law, Management, Medicine, Nursing, Pharmacy, Population Health, Public Administration, two students appointed by the Associated Students of UNM (ASUNM) and the Graduate and Professional Student Association (GPSA), respectively. Ex-officio members shall include the Registrar, ~~the~~ a Collection Development Librarian, a faculty administrator from the Office of Academic Affairs, ~~the Associate Provost for Academic Affairs~~, the Director of University Advising ~~Manager from the Provost's Committee on Advising~~, a faculty administrator from the Office of the Chancellor for HSC, and one representative from the Graduate and Professional Committee. The chairperson is elected by the Committee.

The functions of the Committee shall include, but not be limited to, all of the following.

1. Reviewing the recommendations of the Senate Graduate Committee concerning all proposals for major changes in programs (Form C), including new degrees, new programs, new majors and minors, name changes, and substantive changes in existing programs, and transmitting them to the Faculty Senate for final approval.

2. Reviewing and making recommendations on all proposals for minor course changes (Form A), new courses (Form B), minor changes in existing programs (Form C), originating from students, departments, programs, divisions, schools, colleges of the University and its branches and graduate centers, and Faculty Senate committees.
3. Participating, together with members of the Senate Graduate and Professional Committee and Undergraduate Committee, in periodic reviews of instructional units and programs.
4. Hearing curricular disputes and recommending means for their resolution.
5. Initiating occasional reviews of curricular offerings and policies at UNM.
6. Recommending to the Faculty Senate both programs and the application of curricular policies.
7. Overseeing the approval and ongoing assessment of the Core Curriculum in consultation with the Faculty Senate.

APPLICABILITY

All UNM units, including the Health Sciences Center and Branch Campuses.

DEFINITIONS

No specific definitions are required for the Policy Statement.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

WHO SHOULD READ THIS POLICY

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Vice presidents and other executives

RELATED DOCUMENTS

[“Plan for Assessment of Courses in the UG General Education Core Curriculum Template”](#)

CONTACTS

Direct any questions about this policy to the UNM Office of the University Secretary.

PROCEDURES

1. Procedures for Adding Courses to the Core Curriculum

1.1 Documentation Required

Departments wishing to add courses to the UNM Core Curriculum must submit a Form C for each proposed new course. The Form C should be accompanied by the following material:

- Identification of the area into which the course will fit (writing/speaking, math, science, social/behavioral sciences, humanities, non-English language, fine arts.)
- Rationale for adding the course to the core.
 - Justification for adding the course to the Core.
 - How will this course benefit UNM students?
 - Why does it belong in the UNM Core Curriculum?
 - Impact statement on the effect this addition may have upon other departments/courses currently in the Core.
 - Current and predicted enrollments for the next three years.
 - Demonstrated example of “Annual Report on Assessment.”
- Budget/Faculty Load statement.
 - Budget impact statement.
 - Resources (faculty/facilities) that the department has for teaching the course.
 - Memo from Dean or College Curriculum Committee regarding financial support for five to ten years.
- Student learning outcomes and proposed techniques to assess those outcomes. [See UNM Outcomes Assessment template “Plan for Assessment of Courses in the UG General Education Core Curriculum Template.”]
- Documentation of UNM and HED Core Competencies addressed. (Unless the courses are not applicable to HED standards, i.e. non-English language UNM Core).
- Complete syllabus and course schedule including time on topics and suggested text.

1.2 Approvals

- Approval by department’s college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) if one exists
 - Provost’s Office
- Provost’s Office will inform Registrar’s office of addition to the UNM Core

1.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the opportunity for inclusion in the upcoming course catalog.

2. Procedures for Deleting Courses from the Core Curriculum

2.1 Documentation Required

Departments wishing to delete courses to the UNM Core Curriculum must submit a Form C for each course to be deleted. The Form C should be accompanied by the following material:

- Identification of the area into which the course fits (Writing/Speaking, Math, Science, Social/Behavioral Sciences, Humanities, Non-English Language, Fine Arts.)
- Rationale for deleting the course from the core.
 - Justification for deleting the course from the Core.
 - Impact statement on the effect this deletion may have upon other departments/courses currently in the Core.
 - Enrollment history for the previous three years.
- Budget/Faculty Load statement.
 - Budget impact statement.
 - Memo from Dean or College Curriculum Committee regarding support for removing this course from the core.

2.2 Approval Procedures

- Approval by department's college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED's "New Mexico Common Core Curriculum Course Evaluation" form and New Mexico Common course number (NMCCN) if one exists.
 - Provost's Office
- Provost's Office will inform Registrar's office of deletion from the UNM Core.

2.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the deletion in the upcoming course catalog.

HISTORY

February 4, 2014 –Amended procedures approved by Faculty Senate Operations Committee
January 29, 2014 –Amended procedures approved by Faculty Senate Policy Committee
June 16, 2011 –Approved by UNM President
March 22, 2011 – Approved by Faculty Senate

DRAFT HISTORY

[September 22, 2016 – Amended draft policy to add and delete members from committee composition.](#)

COMMENTS TO: handbook@unm.edu	FACULTY HANDBOOK HOME	TABLE OF CONTENTS	TABLE OF POLICIES	UNM HOME
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Memorandum

Date: October 8, 2016

To: Faculty Senate Operations Committee

From: Faculty Senate Policy Committee

Re: Request to Post Recommended Changes to Policy A61.7 "Curricula Committee" for UNM
Faculty Review and Comment

The Faculty Senate Policy Committee (FSPC) reviewed A61.7 for recommended changes to membership composition. The attached draft highlights all proposed changes needed. FSPC request permission to post the revised draft for UNM faculty review and comment. After the review and comment period, the FSPC will address any concerns raised, and submit the proposed Policy revision to Faculty Senate for approval.