

THE CURRICULUM COMMITTEE

Its Purpose, Policies, and Procedures

The Curriculum Committee of the Academic Senate of the California Maritime Academy serves two primary functions:

- (1) The Committee functions as the official archives for the curriculum of the institution. In its capacity as archivist, the Committee is charged with the responsibility of keeping and maintaining the curriculum for the Institution. The master documents of the Committee shall constitute the state-of-the-curriculum, for all purposes, at all times, for the institution.
- (2) The committee also functions as the institutionally designated vehicle-of-change for all modifications to the curriculum. It is with respect to this second function that the following policies apply:
 - a. All requests for changes in the curriculum, whether related to the creation of new programs or courses, or to the modification of existing programs or courses, shall be evaluated by the Curriculum Committee of the Academic Senate. This shall be done in a fashion consistent with both the philosophies of the Constitution and By-Laws of the Academic Senate of the California Maritime Academy, and the policies of the California State University Senate concerning “Collegiality in the California State University” and “Collegiality in Curricular Decision.”
 - b. No new academic program may be implemented within the Institution prior to the completion of a merit assessment by, and recommendation from, the Curriculum Committee. The results of both this assessment and the recommendation shall be forwarded to the President via the Vice President, Academic Affairs.
 - c. No curriculum change request may be submitted to the Academic Senate Curriculum Committee until it has been discussed in an open forum and voted upon by the members of each department affected by the change. A tally of the results of each departmental vote, along with appropriate comments, shall be communicated specifically to the Curriculum Committee.
 - d. Proposals for either program or course changes in the curriculum may be initiated by (1) a faculty member, (2) an academic administrator, or (3) a

student. All who wish to initiate a request for a change in the curriculum shall work through an academic department, in consultation with that department chair.

- e. For either new course proposals or modifications to existing courses, both administrators and faculty shall obtain and complete an official Curriculum Change Request Form (see Attachment 1). Once completed, the Change Request Form, along with any appropriate accompanying materials, shall be submitted to the appropriate department chair(s). The chairs of all affected departments shall conduct an internal review of the request for curriculum change within their departments. A vote on the acceptability of the proposed change shall be conducted within each department. The Curriculum Change Request Form, along with both pertinent accompanying materials and a Department Chair Questionnaire (see Attachment 2, which includes a specific tally of the results of the departmental vote on the acceptability of each proposed curriculum change), shall first be forwarded to the Academic Dean, and if approved, will then be forwarded to the Chair of the Curriculum Committee.

Additionally, the following procedures shall be followed by the Committee during the processing of all curriculum change requests:

- a. Curriculum Committee meetings will be scheduled when, in the judgment of the Chair of the Committee, a sufficient number of requests for curriculum changes exist. Note, however, that in no case will a request be held longer than one month.
- b. Change requests that impact on each other shall be presented at the same meeting.
- c. The Committee Chair shall send out a notice of meeting time and place to all members of the committee. This notice shall be accompanied by all appropriate materials pertaining to the proposed curriculum change requests.
- d. Each curriculum change request shall be discussed and voted upon, separately, at a committee meeting.