

A61.2~~7~~: Faculty Senate Curricula Committee (FSCC)

Approved By: Faculty Senate

Last Updated: **Draft 3/8/20**

Responsible Faculty Committee: Faculty Senate Curricula Committee

Office Responsible for Administration: Office of the University Secretary

Legend Proposed additions are highlighted in red and proposed deletions are in ~~strikeout~~.

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

POLICY RATIONALE

The Faculty Senate Curricula Committee (FSCC) is one of four (4) committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues. The primary role of the FSCC Curricula Committee, in cooperation with the Senate Graduate and Professional Committee (SGPC) and the ~~Undergraduate Committee~~, is responsibility for maintaining and enhancing the quality of education and the curricula at the University of New Mexico (UNM), its ~~branches~~ branch community colleges, and its graduate centers

POLICY STATEMENT

Faculty members will be appointed by the Faculty Senate or in the case of branch community colleges faculty who will be appointed by their respective faculty assemblies. The Curricula Committee shall consist of ~~fifteen~~ fourteen faculty members from the main campus including the Chairperson, the following faculty members. One (1) faculty member from each of the branch community colleges ~~campuses~~; four (4) ~~three (3)~~ from Arts and Sciences, [one (1) from the humanities (including foreign languages), one (1) from the social and behavioral sciences, one (1) from the natural/physical sciences and math, one (1) at large,] and one (1) each from Architecture and Planning, Dental Hygiene Programs, Education and Human Sciences, Engineering, Fine Arts, Honors College, University Libraries, Law, Management, Medicine, Nursing, Pharmacy, Population Health, two (2) students appointed by the Associated Students of UNM (ASUNM) and one (1) student appointed by the Graduate and Professional Student Association (GPSA), respectively. Ex-officio members shall include the Registrar, a Collection Development Librarian, a faculty administrator from the Office of Academic Affairs, the Director of University Advising, a faculty administrator from the Office of the ~~Chancellor~~ EVP for HSC, Dean of Students, Associate Provost for Student Success Curriculum and Assessment, and one (1) representative from the SGPC ~~Graduate and Professional Committee~~.

The terms of office for faculty members shall be for three (3) years, set up on a staggered basis so that the terms of approximately one-third (1/3) of members will expire each year. Student terms are usually one (1) year.

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 SGPC ~~Senate Graduate Committee~~ concerning all proposals for major changes in programs (Form D), 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 UNM ~~the University~~ and its branch community colleges and graduate centers, and Faculty Senate committees.
3. Participating ~~together~~ with members of the SGPC ~~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 faculty, including the Health Sciences Center and Branch ~~Campuses~~ Community Colleges.

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

Faculty Handbook: Note: Committee Charges Policy numbers are being changed to align with their respective Council per the new Faculty Senate Restructure

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees” (under development)

[Policy A61](#) “Academic Council” (under development)

[Policy A61.3](#) “Senate Graduate and Professional Committee”

[“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

[The FSCC will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.](#)

1. Procedures for Adding Courses to the [General Education Program](#) ~~Core Curriculum~~

1.1 Documentation Required

Departments wishing to add courses to the UNM [General Education Program](#) ~~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 [General Education Program](#) ~~Core~~.
 - Justification for adding the course to the [General Education Program](#). ~~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 [General Education Program](#). ~~Core~~
 - [Explanation of how the course meets updated criteria for General Education Program courses, including UNM criteria and NM Higher Education Department criteria on required essential skills adopted by the FSCC and posted on the website of the UNM Registrar \(registrar.unm.edu\).](#)
 - Current and predicted enrollments for the next three (3) years.

- [Awareness and adoption of UNM General Education Program Assessment posted by the Office of Assessment \(assessment.unm.edu\)](#). 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 (5) to ten (10) years.
- Student learning outcomes and proposed techniques to assess those outcomes [through class assignments](#). [See UNM Outcomes Assessment template “Plan for Assessment of Courses in the UG General Education Core Curriculum Template.”]
- Documentation of UNM [General Education Program criteria met and of NMHED Essential Skills met](#), 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 [SGPC](#) Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED [General Education Program certification form \(information provided to UNM Associate Registrar for submission to HED\)](#) ’s “New Mexico Common Core Curriculum Course Evaluation” form and New Mexico Common course number (NMCCN) [form \(information provided to UNM Associate Registrar for submission to HED\)](#) if one exists
 - ~~Provost’s Office~~
- Office of the Provost will [collaborate](#) ~~inform~~ with the Office of the Registrar [in ensuring that](#) additions to the UNM [General Education Program are appropriately reviewed, recorded, and meet the requirements of NM HED](#). ~~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 [General Education Program](#) ~~Core Curriculum~~

2.1. Documentation Required

Departments wishing to delete courses to the UNM Core Curriculum/[General Education Program](#) 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 [1-7](#) 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 UNM Core Curriculum/[General Education Program](#).
 - 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 (3) 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 [SGPC](#) ~~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. [Collaboration with Office of the Registrar on submission of forms for removing the course from the NM HED record of general education program courses at UNM and, if relevant, from the NM HED record of CCN courses at UNM.](#)
 - Provost's Office
- Provost's Office will inform Registrar's office of deletion from the UNM [General Education Program](#) ~~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

November 22, 2016 -- Revised draft approved by Faculty Senate
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