

Initial Report of the Ad Hoc Committee on Curriculum and Standards Committee review.

Committee Members: Michael Millard (Chair); Lori Rynd; Lynda Irons

Committee Charge: (from Senate Minutes August 27, 2009)

The Senate would like to recommend to the University Council changes to the Curriculum and Standards Committee in Chapter 2 of the University Handbook. Jeff Seward moved and James Lane seconded to create an ad hoc committee to review the charge, membership, name, functions and procedures of the Curriculum and Standards Committee. The motion was unanimously approved. The committee members will be Lynda Irons, Mike Millard, Lori Rynd, Ann Herman, and Will O'Shea working in consultation with the Provost, Deans and Senate leadership. The restructuring the committee needs to address assessment at the university level and consistency with college level assessment groups. The committee should also be involved in reviewing new programs.

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Situation: the Curriculum and Standards Committee is a standing University Committee reporting to the Faculty Senate, as set out in Chapter 2.5.2.2 of the University Handbook. The committee has been dormant and not meeting the requirements outlined in the Handbook. The Provost is the designated chair and faculty membership has been inconsistent. The Director of Institutional Research has been interested in incorporating and coordinating Academic Assessment activities to a greater degree within the University, and has been holding ad hoc meetings outside the committee structure. Both the Provost and faculty members have suggestions to improve the functioning of this committee. With the revision of Chapter 2 of the Handbook underway, the timing of a revision of the membership and charge of the Curriculum and Standards Committee is appropriate.

Background: The Ad-hoc committee met with Provost Miller and Will O'Shea to discuss the functioning of the Curriculum and Standards Committee. Some issues discussed were:

- the Provost should probably not be the chair of the committee
- faculty selected for service were not necessarily interested in curricular matters
- senior faculty with institutional memory were not selected for service
- the committee has no set meeting schedule, meeting only on an "as-needed basis"
- the committee is quite large and stretches the resources of the faculty
- including assessment in the committee's charge probably gave it too much to do with an indeterminate meeting schedule
- The Director of Institutional Research has been meeting on an ad-hoc basis with various faculty members interested in assessment as an "interest group" without formal charge or reporting.
- The return of the accreditation body in the fall of 2010 will require the functioning of the Curriculum and Standards committee, including assessment activities. [There is a need to respond immediately re. assessment issues in order to prepare for the fall 2010 revisit of the accreditation agency.](#)
- In March of 2008 the [Faculty Senate had a presentation about the proposed University assessment plan. In April 2008 the Faculty Senate indicated general support in concept for the University Assessment Plan \(although not the details of the plan.\) The motion passed by the Faculty Senate in April 2008 is below. Since April 2008 the Faculty Senate has not heard more about this plan.](#)

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(Minutes March 20, 2008)

Will O'Shea came to make a presentation on behalf of the Committee on Curriculum and Standards of the University Assessment Plan. He made clear that the Committee was not asking the Senate to approve this plan but rather was seeking an expression of support for the general concept as a sound basis for proceeding forward to develop a final Assessment Plan. He then proceeded to make a presentation outlining the main features of the draft plan.

A motion was made and seconded by Lynda Irons and Gail Aamodt to receive the Assessment Plan. This motion was approved unanimously.

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(Minutes of April 24, 2008)

Resolution on the University Assessment Plan.

Will O'Shea returned to answer questions from Senators about the draft University Assessment Plan that had been presented to the Senate at the very end of the March meeting. After some discussion, Jeff Seward presented a draft resolution about the University Assessment Plan that supported the process but raised questions about giving equal consideration to developing both qualitative and quantitative instruments for assessment.

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A motion was made and seconded by Jeff Seward and Gail Aamodt to approve a revised version of the first paragraph of this draft resolution:

„Be it resolved by the Pacific University Faculty Senate that the Faculty Senate wishes to express its appreciation for the work the University Curriculum and Standards Committee has done in preparing a University Assessment Plan and strongly endorse the importance of the University developing a meaningful and effective assessment program that strikes an appropriate balance between qualitative and quantitative assessment instruments.“

The resolution was approved unanimously.

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Assessment: The Curriculum and Standards Committee has an important role for the faculty in the shared governance of the University. Assessment is a key component of Curriculum design and maintenance and should be integrated into the curriculum review process. Reviewing and coordinating Academic Assessment, Curriculum and Standards may be too broad a charge for one committee to complete. The name of the committee should be changed to the Curriculum and Academic Standards Committee to limit its focus to matters directly related to the academic purview of the Senate. The Ad-Hoc committee believes that the composition, meeting schedule, and basic functions of the Committee should be changed. A one year Ad-hoc committee to review and make recommendations on how to integrate academic assessment into the Senate’s Standing Committee Structure should be appointed.

Recommendation: The committee makes the following two recommendations to the Faculty Senate for consideration.

Recommendation A: Revision of the Language of the Faculty Handbook as follows:

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2.5.2.2 Curriculum and Academic Standards Committee

1. Functions:

The University Curriculum and Academic Standards Committee meets on at least a quarterly basis to review and make recommendations to the Faculty Senate on University-level curricular matters and overall academic standards not in the purview of individual colleges or programs. Review does not imply approval responsibility. The committee may raise concerns and make recommendations to the responsible college or program or to the Faculty Senate. This committee shall not become involved in curricular detail, such as the approval of individual course descriptions, or minor or major requirements within the colleges or programs, which are left to colleges and programs. The issues which the all-University committee will review include the following:

1. Review of proposals for new academic degrees. (See 6.3.1 of the University Handbook.)*
2. Review of general undergraduate education requirements for graduation.
3. Review of general standards for graduate programs.
4. Review of prerequisites for admission to professional schools.
5. Review of requirements for interdisciplinary degrees involving more than one college or school.
6. Review of standards for grade usage and units of academic credit awarded.
7. Review the reports of the Academic Assessment Committee. (proposed)
8. Review of standards and policies used in defining and discouraging plagiarism and academic cheating.
9. Review accreditation reports concerning all academic sections of the University and make appropriate recommendations to the Senate and to the colleges and programs.

* Notes: 1. The new program proposal form (listed as appendix to chapter 6 of the University Handbook is missing and needs review.
2. Elimination of programs does not require C+S review in chapter 6 of the University Handbook.

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2. Membership: (9)

The members of the Curriculum and Academic Standards Committee will overlap with the membership of the college-level committees which handle curricular issues. The committee shall elect its chair from the committee's faculty members. Membership is:

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Four faculty, the college curriculum committee chairs, with staggered 3 year terms.
One from the Library Faculty with a 3 year term.
Two students, with one year terms, one appointed by the Undergraduate Student Senate (?), and one appointed by the Professional Student Council (?)
*note: one of each type of student

Ex-officio and non voting members:

The Registrar
The Director of Institutional Research

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Recommendation B: Creation of an Ad-Hoc Committee of the Faculty Senate according to Article V section 2 to recommend actions to incorporate Academic Assessment into the University committee structure

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Academic Assessment is considered a key component of curriculum development, and the Faculty Senate and the Curriculum and Academic Standards Committee are interested in, and receptive to, the activities underway in the colleges and programs of the University.

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Academic Assessment Committee (Ad-Hoc)

1. Functions:

An Ad Hoc Academic Assessment Committee shall be created for the purpose of advising the Curriculum and Academic Standards Committee regarding the current academic assessment activities and practices in place within the University. The Ad-Hoc Committee will report to the Faculty Senate and the Curriculum and Academic Standards Committee on the following:

1. Status of University Academic Assessment Plan presented to the Senate in March 2008.
2. Relevant accreditation standards for academic assessment and any deficiencies noted.
3. Proposal for the continuation of the Academic Assessment coordination and communication in the future. (Establishment of standing committee?) (Reporting to Senate and Curriculum and Academic Standards committee?)

This committee will meet at least quarterly to coordinate, review, and discuss assessment needs and practices that should be brought to the attention of the Faculty. The Committee term will be for the 2009-2010 academic year.

2. Membership: (9)

The Academic Assessment Committee membership should reflect faculty members serving on the Assessment Committees of the various colleges and departments. The committee shall elect its chair from the committee's faculty members. They should include at least:

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Six (6) Faculty:

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One from each of the four college's assessment committees

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One Library faculty

The chair of the Curriculum and Academic Standards Committee

Two students, one appointed by the Undergraduate Student Senate (?), and one appointed by the Professional Student Council (?)

*note one of each type of student

Ex-officio and non-voting:

The Director of Institutional Research

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