

**CHEYNEY UNIVERSITY OF PENNSYLVANIA  
UNIVERSITY CURRICULUM COMMITTEE  
BY-LAWS**

**Article I – Name**

The university-wide body for matters related to curriculum shall be known as the University Curriculum Committee (UCC).

**Article II – Purpose**

The UCC shall serve as the faculty recommending body to the President or his/her designee on all matters that affect the development, modification, change, adoption, and implementation of the curriculum. The President shall notify the Local of a designee for curricular issues by September 1<sup>st</sup> of each academic year. Furthermore, the UCC shall provide procedures and mechanisms for the development, revision, and evaluation of the curriculum at the university-wide level. All such procedures shall be in compliance with the Collective Bargaining Agreement between the State System of Higher Education and APSCUF (See Addendum\*).

Revisions and assessment of the general education curricula is an essential component of the functions of the UCC (Article III – 7). This function will be satisfied through a standing committee of the UCC referred to as the General Education Curriculum Committee (GECC). This committee will consider all relevant matters pertaining to the assessment and continuous improvement of the general education curricula. The General Education Curriculum Committee (GECC) is an advisory body which makes recommendations to the UCC; it in no way usurps the authority of the UCC to approve or disapprove curricular changes.

**Article III – Functions**

The UCC shall make recommendations upon the following curricular matters:

1. Revisions in course title, number, credit hour requirements, and catalog descriptions.
2. Revisions in the course or credit hour requirements for a program, major, degree, minor, or concentration.
3. Proposals for distance education versions of pre-existing courses.
4. Proposals for new courses.
5. Proposals for new programs, majors, degrees, minors, or concentrations.
6. Proposals for changes in intensive course designations (W, A, I, G) of pre-existing courses.
7. Revisions and assessment of the general education program.
8. General curricular policies and matters.
9. Course cap sizes to the President or his/her designee

**Article IV – Membership**

**1. Curriculum**

The UCC shall be composed of one voting member from each of the academic departments that host degree granting programs at the university. All other academic departments, consisting of either classroom or non-classroom faculty, will have one voting member. In addition, the UCC will include one non-voting member selected by the President. The voting members shall serve two-year terms. The elections for the voting members shall take place within their respective departments at the beginning of each even-numbered spring term. Vacancies that occur during the academic year shall be filled by their respective departments through election( or appointment by the department chair).

**2. General Education**

The General Education Curriculum Committee (GECC) shall be composed of at least one voting member from each of the academic departments that offer general education courses at the university. All other academic departments, consisting of either classroom or non-classroom faculty, will have one voting member. The voting members of the GECC will be s/elected by each department with academic faculty.

In addition, the General Education Curriculum Committee may include one non-voting member selected by the President. Department Coordinators of General Education may be asked to provide input on issues before the GECC. The GECC or UCC reserves the right to solicit input from others who are not members of the GECC on General Education issues.

## **Article V – Elections of Officers**

The officers of the UCC shall consist of a Chair, a Vice-Chair of Curriculum, Vice Chair of General Education, Secretary of Curriculum, and Secretary of General Education. The officers must be regular (non-alternate) voting members of the UCC. The officers shall be elected to two-year terms at the final meeting of the spring semester on even-numbered years. The election shall be by majority vote.

In the event that an officer of the UCC should not be elected as the representative of his/her department at the beginning of either academic year following the election of officers, another election shall be held for that office at the beginning of that semester.

## **Article VI – Duties of Officers**

### *The Executive Committee:*

All officers shall serve on the Executive Committee of the UCC that will meet at the discretion of the Chair.

### *The Chair shall:*

1. Call and announce both Regular Membership and Executive Committee meetings;
2. Prepare the agenda and serve as co-facilitator at all UCC meetings;
3. Distribute agenda and relevant curricular materials in advance of each scheduled meeting;
4. Forward and present curricular change proposals and recommendations approved by the UCC to the Provost and Vice-President for Academic Affairs at meetings of the Academic Affairs Committee (AAC);
5. Serve as UCC liaison to the Academic Affairs Council;
6. Serve as UCC liaison to the APSCUF Executive Board;
7. Maintain records of all proposals (“Tracking Records”) forwarded by Chair.

### *The Vice Chair of Curriculum shall:*

1. Serve as substitute for the Chair in any of the above functions should the Chair be unable to fulfill the same;
2. Serve as co-facilitator at all UCC meetings;
3. Serve as first/second reviewer of all proposal submissions in consultation with the Chair;
4. Serve as member of UCC Executive Committee and provide support as requested by the Chair to ensure the smooth functioning of the Committee;
5. Maintain UCC D2L or other courseware package page in consultation with the Chair.

### *The Vice Chair of General Education shall:*

1. Chair the General Education Curriculum Committee (GECC);
2. Submit a report or minutes to the UCC following all regularly scheduled meetings;
3. Serve as second/third reviewer of all proposal submissions in consultation with the Chair;
4. Serve as member of the UCC Executive Committee and provide support as requested by the Chair to ensure the functioning of the Committee.
5. Seek out professional development resources and experiences for the GECC to attend to stay current in relation to General Education standards.

### *The Secretary of Curriculum shall:*

1. Record minutes of all regular and call meetings of the UCC;
2. Forward minutes to the Chair in a timely matter for review in advance of next meeting;
3. Duplicate and distribute copies of minutes at all regular and call meetings;
4. Serve as member of UCC Executive Committee and provide support as requested by the Chair to ensure the smooth functioning of the Committee.

### *The Secretary of General Education shall:*

1. Record minutes of all regular and call meetings of the GECC;
2. Forward minutes to the Chair in a timely matter for review in advance of next meeting;
3. Duplicate and distribute copies of all regular and special meetings;
4. Serve as member of UCC Executive Committee and provide support as requested by the Chair to ensure the smooth functioning of the Committee.

## **Article VII – Meetings and Attendance**

### 1. Curriculum

The UCC shall meet on the **THIRD MONDAY** of every month that the university is in session during the academic year.

Additional meetings may be called by the Chair as submission volume demands.

All meetings are open to the University community.

A quorum shall consist of one-half of the voting membership as indicated in Article IV; that is, rounded *down* to the nearest whole number.

### 2. General Education

The General Education Curriculum Committee (GECC) shall meet on the **THIRD FRIDAY** of every month that the university is in session during the academic year.

Additional meetings may be called by the Vice Chair of General Education.

All meetings are open to the University community.

A quorum shall consist of one-half of the voting membership as indicated in Article IV; that is, rounded *down* to the nearest whole number.

## **Article VIII – Voting**

### 1. Curriculum

Each of the departmental representatives has a vote on all matters before the Committee. If the departmental representative is unable to attend the meeting, an alternate member from his/her department may attend and may vote in his/her place. However, the Chair of the Curriculum Committee must be made aware of the alternate[s] prior to the start of the meeting. At no time does any department have more than one vote on any matter before the UCC. Approval of proposals shall require a majority vote of members present.

### 2. General Education

The General Education Curriculum Committee cannot vote on any policies or change. The GECC can make recommendations to the Curriculum Committee (UCC) for action, which must be accompanied with a vote summary. Recommendations shall require a majority vote of members.

### 3. Electronic Voting

In the event that a matter presents itself to the UCC or the GECC that is time-sensitive or urgent in nature, the Chair or Vice Chair may solicit an electronic vote. Electronic votes must (1) be emailed to all members of the UCC at the same time, (2) be identified as an electronic or e-vote in the subject line, and (3) have a minimum of five business days to register a vote. All approved electronic votes must be identified as such when submitted to the Academic Affairs Council or to the appropriate body and must be accompanied with the resulting vote and the departments that submitted a vote. This does not have to indicate how each voting member voted. Electronic votes require a ( xxx% ) [majority]response rate from all active voting members.

## **Article IX – Amendments to the UCC By-Laws**

An amendment to the UCC by-laws must go through several steps to ensure agreement among faculty, APSCUF, and administration. The process is as follows:

1. A change to UCC by-laws must be passed by majority vote of the voting members of the UCC.
2. Recommended changes must then be submitted to the APSCUF Executive Board for (comment.)
3. The recommended changes must then be presented to the regular faculty.
4. The recommended changes must then be submitted and agreed upon at Local Meet and Discuss.
5. After Local approval, the by-laws are sent to State Meet and Discuss to review for adherence to the CBA, as per Article 31.E.1.

## **ADDENDUM**

### **UCC BY-LAWS EXCERPTS FROM PASSHE CBA pertaining to activities of the UCC**

#### **Article 31**

##### MISCELLANEOUS CONDITIONS

###### E. Curriculum Committee

1. There shall be a curriculum committee at each University, which shall be selected as determined by the FACULTY, but which may include at least one (1) administrator if designated by the President. Each campus shall establish processes and procedures for recommending curricular action (including but not limited to guidelines on program review, program and course initiation, class size, and similar recommendations), which shall be developed and approved at local meet and discuss. Said processes and procedures will be reviewed by State Meet and Discuss to insure each university is in compliance with this provision. Current curriculum committee agreements/curricular procedures or policies shall remain in effect unless renegotiated consistent with this Section. Nothing in this Section shall be interpreted as invalidating or limiting any existing or future local curriculum committee agreement, with regard to matters not specifically addressed herein. Local APSCUF Chapters and Universities retain the authority to establish by local agreement the procedures and authority of the curriculum committee, so long as the agreement does not violate a specific provision of this Section.

2. Recommendations of the curriculum committee shall be transmitted to the President or his/her designee for approval or disapproval. The President or his/her designee shall respond within 30 days. The President's or designee's disapproval of a curriculum committee recommendation will be accompanied by a written explanation to the curriculum committee chair of the reasons for the President's or designee's disapproval. The decision of the President (or his/her designee) to reject the recommendation(s) of the curriculum committee pursuant to this Section shall be final and not subject to challenge through the grievance procedure.

#### **Article 23**

##### WORKLOAD AND WORKLOAD EQUIVALENTS

###### A. ACADEMIC FACULTY

###### 1. Teaching FACULTY

###### a. Workload Hours

For all ACADEMIC FACULTY MEMBERS, the full workload for the academic year shall not exceed twenty-four (24) workload hours (with twelve (12) workload hours as standard for a term). In no event shall more than fifteen (15) workload hours be assigned in any one (1) academic term unless overload as provided for in this Agreement is paid. Laboratories, studios, clinics, and field and activity courses shall be equated on the basis of three (3) contact hours being equal to two (2) workload hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered a workload hour.

However, each contact hour in laboratories in chemistry, biology, physics, allied health science and earth science shall be assigned one (1) workload hour.

###### e. Internships/Cooperative Education

(1) A University supervisor of student interns or cooperative education students shall supervise a maximum of seventy-two (72) students during a year.

(2) When an ACADEMIC FACULTY MEMBER carries a mixed load of teaching and supervision of student interns/cooperative education students, the ACADEMIC FACULTY MEMBER'S workload shall be calculated on the basis of each student intern/cooperative education student being equivalent to one-third (1/3) of a workload hour.

(3) No workload hour equivalent shall be granted unless the internship program/cooperative education program has been approved by the Curriculum Committee and the President.

#### **Article 42**

##### DISTANCE EDUCATION

###### E. Course Approval

1. In approving distance education courses, the following criteria shall be applicable:

(a) course approval through the traditional academic process; (b) a qualified instructor;

(c) use of suitable technology as a substitute for the traditional classroom; (d) suitable opportunity for interaction between instructor and student; (e) suitable evaluation of student achievement by the instructor; and (f) integrity of the evaluation methods used.

2. New credit bearing courses, which may be offered through distance education, must be approved through the normal course approval procedure at the University.

3. Existing credit bearing courses, which may be offered through distance education, shall be reviewed by the department and University curriculum committee, which shall each provide its recommendation to the President or his/her designee. Each University shall develop an expedited procedure to complete this review within thirty (30) days.

Such procedure shall be reviewed with APSCUF at local meet and discuss prior to implementation.

This bylaw will remain in effect until a either a change in the Collective Bargaining Agreement impacts the language or either side expresses an interest to open the bylaw.

\_\_\_\_\_  
B.J. Mullaney  
President, Cheyney APSCUF

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phyllis Worthy Dawkins  
Vice President and Provost, Cheyney University of  
Pennsylvania