Division of Academic Affairs Policy
University of Colorado Boulder

Topic: Provost's Advisory Committee on Campus Curriculum

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Original __X__ Revised ___

Approved by:

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Policy Contact: Senior Vice Provost for Faculty Planning & Assessment

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Policy

I. **Purpose**

The purpose of this policy is to establish the role and processes of the Campus Curricular Advisory Committee ("CCAC") at the University of Colorado Boulder ("CU Boulder").

The CCAC, a faculty committee advisory to the Provost, exists to encourage, foster, and provide a protocol for cross-departmental and cross-college/school discussions and collaborations on curriculum; to encourage and generate a university-wide discussion of campus, school/college, and departmental curricular and research goals; and to engage colleges, schools, programs, and the Division of Student Affairs on understanding, achieving, and assessing the learning objectives of the Common Curriculum. It also exists to reduce duplicative course offerings, which can lead to misaligned resource allocation; dilute an academic unit's unique disciplinary contribution to CU Boulder's comprehensive mission and obscure its identity within the university; and reduce students' opportunities for learning in diverse venues, arenas, communities, and environments and from top researchers, scholars, and artists in the manner that ought to be the hallmark and the distinctive strength of a comprehensive research university. Finally, this policy exists to encourage collegial faculty relationships and foster true interdisciplinary pedagogy by identifying opportunities for team-teaching across disciplinary boundaries.

This policy and its associated procedures support student success, faculty success, fiscal responsibility, and the fulfillment of CU Boulder's statutory mission as a comprehensive teaching and research institution that serves the public good—encompassing artistic, humanistic, and physical/natural/social science learning, creation, and innovation, as well as both pure and applied research. These diverse and complementary fields of knowledge distinguish a liberal arts education and are vital to CU Boulder's impact on humanity and the world.

II. Policy

A. Structure
1. The CCAC is convened on behalf of the Provost by the Senior Vice Provost for Academic Planning and Assessment.
2. The CCAC is composed of faculty members representing each academic school and college and the Libraries, as well as a representative from the Boulder Faculty Assembly (BFA). The College of Arts & Sciences is represented by one faculty member from each of its divisions. The Graduate School is not represented except in special cases as described below.
   a. Eligible faculty include tenured and tenure-track faculty and teaching faculty with multi-year appointments. A faculty member who serves in an administrative position below the level of a dean or College of Arts & Sciences divisional dean is eligible to be a member of the committee.
   b. Members are appointed by the Senior Vice Provost for Academic Planning and Assessment on behalf of the Provost, upon recommendation of the BFA or of respective school, college, College of Arts & Sciences division, or Libraries dean.[1]
   c. A dean of a school, a college, a College of Arts & Sciences division, or the Libraries may also designate an administrator who is not a faculty member, such as an assistant dean, to serve in an advisory capacity as a non-voting member of the committee.
   d. The dean of the Graduate School, at their discretion, may recommend a faculty member to serve as a temporary voting member and/or an administrator to serve in a temporary non-voting advisory capacity to the committee when the committee is reviewing or discussing curriculum above the baccalaureate level.
   e. The committee is co-chaired by the Senior Vice Provost for Academic Planning and Assessment and by a faculty co-chair, typically the BFA representative. If the BFA representative is unable to serve as faculty co-chair, the committee will elect a faculty co-chair from among the voting members. The faculty co-chair is a voting member of the committee. The Senior Vice Provost or designee serves on the committee *ex officio* but is not a voting member of the committee. [2]

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[1] NOTE FOR DISCUSSION OF DRAFT: What should be the role of faculty governance within the schools/colleges/A&S Divisions regarding appointing faculty members? See Procedures 1.a.

[2] NOTE FOR DISCUSSION OF DRAFT: With other advisory committees to the Provost—e.g., the Academic Review and Planning Advisory Committee (ARPAC) and the Academic Resource Management Advisory Committee (ARMAC), the committee is chaired or co-chaired by members of the administration. This committee would would have a faculty member as co-chair. This structure is related to the "advisory to the Provost" question brought up in a later note for discussion of this draft.

      f.   The co-chairs of the CCAC will designate a Common Curriculum subcommittee of at least five voting members.

      g.   The co-chairs of the CCAC may also designate non-voting advisory members, as defined above, to serve on the Common Curriculum subcommittee.

      h.   The Senior Vice Provost for Academic Planning and Assessment or designee chairs the Common Curriculum subcommittee *ex officio* but is not a voting member of the subcommittee.

3.   The co-chairs of the committee may organize other ad hoc subcommittees as deemed necessary by the committee or as requested by the Provost or by the BFA in consultation with the Provost.[3]

4.   Upon request of the committee, the co-chairs of the committee may appoint additional non-voting advisory members to serve in a temporary capacity as relevant, for example, where specific disciplinary or pedagogical expertise is needed.

B.   Advisory and faculty governance roles

1.   The CCAC assists and is advisory to the Provost by taking on actions delegated by the Provost and making recommendations to the Provost. The Provost has the discretion to reject or adopt CCAC recommendations in whole or in part.[4]

2.   CCAC recommendations must comply with Regent Law and Policy and System policy regarding curricular governance, including but not limited to Regent Law Article 5.A.1, "Principle of Shared Governance"; Regent Policy 4.A, "Administration and Governance of Academic Units"; and Regent Policy 5.A.1, "Principle of Shared Governance."

C.   Responsibilities: curricular duplication

1.   A concern about curricular duplication may be raised by a faculty member, an academic unit head, a dean, or the University Registrar.

2.   Where an academic unit (the "academic unit in question") is currently teaching, or proposes to teach, a course in a discipline that, in the view of the person raising the concern, might seem more properly taught by another academic unit (the "disciplinary home"), conversations should occur between both academic units to determine:

      a.   if the academic unit in question is in fact encroaching on the disciplinary home; and

      b.   if there is in fact curricular duplication, what are the best practices for pedagogy within the academic field covered by the course(s) and whether the curricular needs of the academic unit in question might be addressed instead by the disciplinary home.

3.   A concern about curricular duplication should be resolved at the lowest appropriate administrative level. Normally, the resolution of a concern should take place at an administrative level no higher than the level of the dean(s) of the relevant school or college.

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[3] NOTE FOR DISCUSSION OF DRAFT: Should the BFA be able to request ad hoc subcommittees on campus curriculum issues independent of the Provost, or only in consultation with the Provost?

[4] NOTE FOR DISCUSSION OF DRAFT: This is a major point of discussion: what is the committee's authority in relation to the Provost's authority? Since the faculty have principal responsibility for originating curriculum, should the committee's decisions be final, or at least equal in weight to the Provost's authority? If the two disagree, who would make the final decision?

4. The CCAC will review and make a recommendation on a concern about curricular duplication only when it is not resolved at a lower level.
5. The CCAC's scope of review includes all for-credit CU Boulder academic offerings, including undergraduate, graduate, and law courses, regardless of instruction mode (in person, distance/remote, hybrid, etc.) and regardless of location (main campus, Continuing Education, etc.).
6. The CCAC's recommendations will be based on curricular frameworks, course content, and each unit's disciplinary mission and stated student learning outcomes, not on fiscal or personnel considerations.

D. Responsibilities: curricular communication and information sharing
1. The CCAC will serve as a resource to encourage and facilitate the implementation of interdisciplinary teaching.
   a. As part of its recommendations regarding curricular duplication, the CCAC may suggest interdisciplinary teaching agreements between academic units.
   b. The CCAC will advise the Senior Vice Provost for Academic Planning and Assessment on the curricular aspects of possible templates for interdisciplinary teaching agreements.
2. The CCAC subcommittee on the Common Curriculum may identify opportunities for academic units to develop new courses, including interdisciplinary and/or team-taught courses, to address the Common Curriculum's learning objectives.

E. Responsibilities: Common Curriculum subcommittee
1. The Common Curriculum subcommittee is charged with overseeing whether the learning objectives of the Common Curriculum are fulfilled by the combination of learning experiences undertaken by students on their way to an undergraduate degree at CU Boulder, including undergraduate degree programs, college/school general education/core requirements, and co-curricular programs offered in the first-year experience.
2. The subcommittee will review elective courses proposed by the schools, colleges or Libraries as fulfilling one or more learning objectives of the Common Curriculum
3. The subcommittee oversees assessment of the Common Curriculum in coordination with staff assessment experts and develops any necessary improvement plans for the schools, colleges, programs, and other academic units of the university in their Common Curriculum offerings.
4. The subcommittee recommends conceptual and operational revisions to the Common Curriculum.
5. The subcommittee may appoint additional non-voting advisory members as relevant, for example, where specific disciplinary or pedagogical expertise is needed.

III. History

This policy implements recommendations from the CU Boulder Academic Futures report (2018) and the subsequent 2019 Working Group on Interdisciplinary Education regarding reducing curricular duplication and encouraging interdisciplinary teaching. It incorporates principles and aims from the BFA "Statement of Principles Regarding Course Duplication under the New Budget Model" (2022).

End of policy

Provost's Advisory Committee on Campus Curriculum Procedures

1. Committee appointment and voting privileges
    a. The BFA member of the committee is appointed by the BFA Executive Committee.
    b. Other voting faculty members are appointed by the Senior Vice Provost for Academic Planning and Assessment on behalf of the Provost, upon recommendation of the respective school, college, College of Arts & Sciences division, or Libraries dean. The dean's recommendation will be determined by a vote of the respective faculty governance body, unless that body is unable to come to an agreement on a faculty member to recommend.[5]
    c. If the BFA member of the committee is unable to serve as faculty co-chair of the committee, the voting members of the committee will elect a faculty co-chair from among the other voting members by majority vote.
    d. The faculty co-chair of the committee is entitled to vote when (1) a vote is held by ballot or (2) the co-chair's vote would change the result (e.g., when the co-chair's vote would break a tie vote).
    e. Advisory members are appointed by the Senior Vice Provost for Academic Planning and Assessment on behalf of the Provost, upon recommendation of the respective school, college, College of Arts & Sciences division, or Libraries dean. Advisory members may participate in committee discussions but may not vote.
    f. The Senior Vice Provost for Academic Planning and Assessment will submit names of prospective CCAC members, including both faculty members and advisory members, to the BFA Executive Committee for approval before members are appointed.

2. Curricular duplication review
    a. The Office of the Registrar will flag possible areas of curricular duplication during the course approval process and bring them to the attention of relevant academic unit heads.
    b. All questions, concerns, and disputes about curricular duplication should be resolved on the lowest possible level, typically through the academic unit heads discussing and resolving the issue.
    c. If the academic unit heads are unable to resolve the issue, then the issue moves to the next level of responsible administrators, typically an associate/assistant dean in charge of curriculum and/or student success.
    d. The last level of responsible administrators within the schools/colleges is that of the academic dean.
    e. A unit head, associate/assistant dean, or dean may consult with their curriculum committee as an advisory resource.

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[5] NOTE FOR DISCUSSION OF DRAFT: See footnote 1.

f. ==If the relevant deans are unable to come to an agreement, the CCAC will review the matter and make a recommendation to the provost for final action.==

g. ==The Provost will consider the recommendation of the CCAC in making a decision. The Provost's decision will be rendered in writing within ten (10) working days of receipt of the CCAC's report.[6]==

h. The CCAC will not define or resolve any fiscal and personnel considerations related to its recommendations, but may refer possible considerations to the appropriate office(s). Fiscal and personnel ramifications will be addressed according to established processes, which are primarily at the school/college level.

i. For graduate curricular duplication issues, including those involving the Law School and the Leeds MBA program, the Dean of the Graduate School will typically be the last level of review. The Graduate School Executive Advisory Committee may serve in an advisory capacity to the Dean. The matter is elevated to the CCAC only upon the request of the Dean of the Graduate School.

3. CCAC subcommittee on the Common Curriculum

a. The subcommittee will establish a cycle for review of Common Curriculum learning objectives and outcomes and for assessment of those outcomes.

b. The subcommittee will work in coordination with the Academic Review and Planning Advisory Committee (ARPAC) to direct recommendations to specific academic units on implementing and assessing teaching of the Common Curriculum learning objectives.

c. The subcommittee may propose major revisions to the Common Curriculum learning objectives and outcomes to the provost. Major revisions require a vote by the faculty, to be organized by the BFA with the assistance of the Senior Vice Provost for Academic Planning and Assessment and the Vice Provost for Undergraduate Education. The faculty vote is advisory to the provost.

d. The subcommittee may recommend minor revisions and clarifications of the Common Curriculum learning objectives and outcomes directly to the provost.

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[6] NOTE FOR DISCUSSION OF DRAFT: See footnote 4.