

**AUA Faculty Senate
Curriculum and Academic Program Review Committee (hereinafter the Curriculum
Committee)**

Charge and Procedures

Purpose

The Curriculum Committee (CC) is a standing committee of the Faculty Senate (FS).

The purpose of the curriculum committee is to promote excellence in academic programs and to assure that curricula are academically sound, comprehensive, and responsive to the evolving needs of the student population and society at large. It provides university-level oversight and guidance to ensure quality, innovation, and coordination in line with relevant AUA policies. The Curriculum Committee reports decisions to the Provost for final review.

Charge

The Curriculum Committee:

1. Reviews and approves proposals for new courses for relevance, alignment with academic standards and SLOs, sequencing with existing courses, and viability in line with relevant University policies, providing feedback as necessary to encourage innovation, interdisciplinarity, and inclusion.
2. Reviews and approves revised course descriptions for relevance, alignment with academic standards and SLOs, sequencing with existing courses, and viability in line with relevant University policies, providing feedback as necessary to encourage innovation, interdisciplinarity, and inclusion.
3. In collaboration with Deans, Program Chairs, the Provost, and other relevant parties, reviews revisions to existing program curricula and curriculum of new degree programs¹, minors, and certificates for relevance, viability, and alignment with academic standards and AUA's mission, providing feedback as necessary to encourage innovation, interdisciplinarity, and inclusion.
4. Reviews, advises and makes recommendations to the Provost on policies and other matters related to curricula and Curriculum Committee processes and procedures.
5. Mediates curriculum-related conflicts.
6. Reports decisions of the Curriculum Committee to the Faculty Senate and facilitates Faculty Senate voting on any changes to degree requirements.
7. Monitors and responds to the AUA community's concerns about the curriculum and the learning environment.

¹ The AUA Board of Trustees retains final authority over the establishment of new degree programs.

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8. Ensures that the established Curriculum Committee processes are followed for new course/program approval/revisions.

9. Assigns ad-hoc groups to target specific tasks.

Membership

The Curriculum Committee's members will collaborate in the best interest of the university.

The Curriculum Committee voting membership shall consist of:

- The Vice Chair of the Faculty Senate, who shall be the Chair of the Curriculum Committee;
- One Faculty member from each college, including General Education (the Committee Chair is included in this count);
- A maximum of two at-large faculty members from any college.

There will also be one non-voting student representative.

The non-voting members of the Curriculum Committee may include the Provost, Deans, Program Chairs, the Registrar, representatives from the Office of Institutional Research and Assessment (OIRA), and other members of the AUA administration. The Committee may solicit advice and/or participation from other parties as needed and upon approval of the Faculty Senate.

The term of membership in the Committee is two academic years.

The Chair of the Curriculum Committee shall be responsible for running the Committee meetings, notifying members of scheduled meetings, and reporting decisions to the Faculty Senate. The Curriculum Committee shall elect a secretary who is responsible for keeping and archiving meeting records.

Selection of Committee Members

Curriculum Committee members shall be elected by the Faculty Senate. The vote may take place in person or online. The nominees from each college with the greatest number of votes shall be elected. In case of a tie, a runoff will be conducted.

Election of new Committee members shall take place within one month of the formation of the new Faculty Senate. Committee members whose term of membership is ending shall continue serving until new members are elected.

Vacancies in the Committee shall be filled by snap election.

Selection of College Representatives

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Any Faculty member may self-nominate or be nominated to represent their college to the Curriculum Committee. Faculty members shall submit their nominations to the Faculty Senate Chair during the nomination period and all nominee names shall be placed on the ballot.

Selection of Student Members

Any undergraduate or graduate student in good [academic standing](#) may be nominated or self-nominate to be a member of the Curriculum Committee. The AUA Student Council shall be responsible for disseminating the notice of vacancy for student members in the Curriculum Committee. The Student Council shall gather the nominations and send them to the Faculty Senate Chair at the end of the nomination period.

Selection of At-large Faculty Members

Any full-time faculty member may be nominated or self nominate to be an at-large member of the Curriculum Committee. No more than one additional member may be from a single college. Faculty shall submit their nominations to the Faculty Senate Chair during the nomination period and all nominee names shall be placed on the ballot to be elected by the Faculty Senate.

Onboarding of Committee Members

After being elected to the Curriculum Committee by the Faculty Senate, new members of the Curriculum Committee shall receive onboarding training. The onboarding training may be delivered by previous Curriculum Committee members and may include input from the Registrar, Provost, OIRA, etc.

Meetings

Meetings are held regularly, typically on a monthly basis.

A quorum for the Curriculum Committee is defined as having at least half of voting members present.

Each Committee member shall have one vote. Voting can only take place with the participation of at least two College Representatives of At-large members. The Curriculum Committee approves or adopts actions by a simple majority vote.

The Provost must be invited to any meeting where a vote will take place.

The Committee shall keep regular minutes of its meetings. The minutes shall include attendance for each meeting as well as notes on any decisions and actions. The minutes shall be archived with OIRA.

Procedures

Revised and approved by the Faculty Senate on 12/04/2024

The Curriculum Committee shall review proposed new courses and revisions to existing course descriptions in line with the AUA [Course Proposal and Modification](#) Policy. As stated in the policy, deference in course content and methods is given to the faculty of the sponsoring academic program, subject to oversight of the Curriculum Committee. The Committee may approve, reject, or suggest amendments to courses based on their alignment with AUA's mission, their overlap with existing courses, their academic rigor, and their appropriateness in the scope and sequencing of other courses offered at AUA. The Committee may provide feedback or request revisions to encourage curricular innovation, diversity, and interdisciplinarity. The committee may seek input from the sponsoring faculty member's Program Chair or Dean as needed to better understand the proposed content.

After approval from the sponsoring faculty member's program and the college curriculum committee, new courses and revisions to existing course descriptions shall be submitted to the Curriculum Committee through the AUA intranet. Decisions and feedback regarding the approval of proposed new courses and changes to course descriptions must be communicated to the sponsoring faculty and Program Chair via AUA intranet within one month.

Any proposals by the Curriculum Committee that would result in changes to degree requirements or curriculum-related policies will be forwarded to the Faculty Senate for a vote. Results of votes of the Faculty Senate on such matters shall be reported to the Provost.

The Curriculum Committee shall collaborate with the Provost and other academic units of the University in good faith to promote the best interests of the University.