

KU CORE APPROVAL PROCESS DISCUSSION

As a part of the Dean's charges to review policies/procedures and find ways to collaborate regarding the KU Core, below is an outline of a discussion topic, as well as current policy/procedure, and some suggestions to begin the ongoing discussion. Also included are excerpts from existing policy.

- **Discussion Item** – What role should CUSA play in the review, endorsement, and approval of College courses proposed for inclusion in the KU Core.
- **Concerns** – Redundancy in current review process (both CUSA and UCCC fully vetting); lack of clarity on true policy/process.
- **Policy** – The only official policy in place currently defines UCCC's role as the governing body with oversight in the approval process. There is no policy – either University or in College bylaws – that defines CUSA's role.
- **Process** – To date, the process has varied over time from review and discussion with all proposals going forward with comments, to proposals tabled by subcommittee with requests for changes, and in a few cases, denial of proposal at the CUSA or subcommittee level.
- **Suggestions** – Receive proposals for KU Core, review, give feedback to department simultaneously but do not table proposals. Send all proposals forward with either A. full CUSA endorsement, or B. comments/concerns about proposal from CUSA.

KU Core Policy Related Excerpts (see highlighted sections)

[Office of Provost and Executive Vice Chancellor Policy](#)

Curricula, Academic Standards, and Degree Requirements, Faculty Responsibility for Establishment of

Policy Statement:

Subject to administrative oversight, Board of Regents policy, state law, and the additional provisions noted below, the faculty of each school may establish curricula, academic standards, and degree requirements.

The deans of the Schools and College are responsible for academic leadership and administrative supervision of academic programs within their units, including admitting, advising, retaining, and supervising students, monitoring their respective graduate programs, confirming that all university standards for graduation have been met, and awarding degrees.

- a. General requirements for admission to graduate study and for graduate degrees are established by the schools/College and by Graduate Studies as advised by the Executive Council of Graduate Faculty. Major changes in the curricula for graduate degrees should be reported to Graduate Studies.
- b. Graduate curricula and programs are reviewed and approved by the schools/College and Graduate Studies as advised by the Executive Council of Graduate Faculty.
- c. The University Core Curriculum Committee (UCCC) is responsible for oversight of the core curriculum; see [University Core Curriculum Committee, Procedures and Criteria for Appointment](#) for information

about the composition and responsibilities of the UCCC. Other matters that affect more than one school are subject to the rules and regulations of the Faculty Senate.

- d. The Council of Chief Academic Officers (COCAO) and the President and Chief Executive Officer of the Board of Regents must approve baccalaureate-level concentrations (also called “minors”), changes in the name of an existing unit or degree title, or consolidation of two or more units or degrees into one unit or degree. Approval of a concentration or minor is not required if the concentration is in an area of study for which the Board has previously approved a degree program; however, approval of the Office of the Provost is required. Graduate certificate programs are not considered concentrations and are approved at the campus level.
- e. New schools or departments and those institutes and centers requiring new state funding, new degree programs, extension of an approved degree program to a higher degree level, and creation of a new major under an existing degree name require approval of the Council of Chief Academic Officers, the Council of Presidents, and the Board of Regents.

Office of Provost and Executive Vice Chancellor Policy

University Core Curriculum Committee, Procedures and Criteria for Appointment

Policy Statement:

As part of instituting a University-wide KU Core curriculum, the University of Kansas established a “University Core Curriculum Committee” (UCCC), a university-wide standing committee reporting to the Provost, to develop, sustain, and oversee the KU Core curriculum.

Charge

This committee is charged with:

1. Overseeing the composition of the core curriculum;
2. Certifying (and re-certifying) courses and experiential learning activities nominated for inclusion as part of the KU Core;
3. Monitoring the achievement of learning outcomes through these courses and activities; and
4. Reviewing and recommending proposals for certificate programs (e.g., GAP, REP, SLP);
5. Envisioning innovative ways to meet learning outcomes.

Representation

The committee shall include one voting representative from each of the five divisions of the College of Liberal Arts and Sciences and one from each of the professional schools with undergraduate programs:

- Architecture, Design, and Planning
- Business
- CLAS Humanities
- CLAS Natural Sciences and Mathematics
- CLAS International Studies

- CLAS School of the Arts
- CLAS Social and Behavioral Sciences
- Education
- Engineering
- Journalism and Mass Communications
- Music
- Pharmacy
- Social Welfare

Membership requirements and terms

Voting members of the committee shall be tenured or tenure-track faculty. Members shall serve staggered three-year terms and may be reappointed. However, no faculty member shall serve more than two consecutive terms. No chair, dean, vice provost, vice chancellor, assistant or associate dean, vice provost or vice chancellor or current member of a school/College curriculum committee shall serve as a faculty member of the UCCC. One representative from the libraries, one representative from the Schools of Nursing and Health Professions at KUMC, and one from Undergraduate Studies will serve as ex officio, non-voting members.

Student representation: As student opinions and concerns are important in the development and maintenance of the Core curriculum, three students shall serve as voting members of the UCCC on policy matters. Student members will serve one-year terms.

Appointment process

Faculty representatives: Each division of the College and each professional school shall elect one faculty member for membership on the UCCC. The representative will be determined by elections held in accordance with the policies and procedures of the College or professional school.

Student representatives: Provided they are willing to serve, the undergraduate student members who are elected representatives in the Student Senate are eligible to serve as student members of the UCCC. Each year, the Student Senate leadership will announce the filing deadline for their elections, prepare the ballots, and conduct the elections. If the numbers of elected undergraduate students willing to serve are less than the number of positions to be filled in order to constitute twenty percent of the faculty membership, then nominations for these positions will be solicited from the school/College community.

Chair and staffing

UCCC faculty members will select a chair annually. The chair-elect will be selected near the end of each academic year to serve the following academic year. Faculty members in their second year on the UCCC are eligible to be nominated or self-nominate for chair-elect.

The Office of the Provost and Executive Vice Chancellor shall provide staff support to the committee, scheduling meetings, preparing agendas and minutes, and providing such other support as may be required.

Responsibilities

The UCCC shall develop and monitor the KU Core Curriculum. This committee shall entertain proposals forwarded from the curriculum committees of the professional schools and College to consider courses and experiential learning activities that meet the requirements of the KU Core Curriculum. Certifying that these proposed courses and activities achieve the goals and outcomes of the KU Core will require a majority (2/3) positive vote. The UCCC shall also review evidence of learning outcomes achieved through courses and educational experiences and develop a regular re-certification process. In its recommendations and decisions, the committee shall take into consideration the curricular requirements of the several bodies that accredit undergraduate professional programs at the University of Kansas.

The University Core Curriculum Committee will submit an annual report to the university community. This report will be compiled with the help of the Provost Office support staff and will summarize the activities of the committee. The report will be made available on the UCCC webpage, an email will be sent to all faculty, staff and students announcing the availability and location of the report.

Exclusions or Special Circumstances:

The UCCC will not have jurisdiction over degree-specific or major requirements, and will work with College and professional school personnel and curriculum committees on the most appropriate ways for their majors to meet KU Core requirements.

School	Current Process for Reviewing KU Core Proposals
Architecture	No response
Business	No response
Education	<ol style="list-style-type: none"> 1. Faculty member proposes a course. 2. Course is approved by department chair. 3. Course is reviewed by two committees if it is a teacher education course, and one committee if it is not. (licensure) 4. Course is sent to UCCC.
Engineering	No response
Journalism	<p>From the Associate Dean for Undergraduate Studies..... Essentially, someone (faculty member, me) would bring it to the track (if appropriate), the Curriculum and Assessment Committee, and then send it to the UCCC. DAG would be informal.</p> <p>“We're a small operation without Departments....”</p>
Music	<p>Proposals have not been submitted to date unless they accompany a proposal for a new course.</p> <ol style="list-style-type: none"> 1. New course is proposed by faculty member to Committee on Undergraduate Studies in Music. 2. Course/KU Core proposal is sent out for full faculty vote. <p>There is no policy or procedure in place for proposing a current course to the KU Core. We would probably follow what we did in the beginning and basically it would go through our Associate Dean for Academic Affairs and then be submitted to the KU Core Committee.</p>
Pharmacy	No response
Social Welfare	<p>All current BSW courses are included in the KU Core New course offerings:</p> <ol style="list-style-type: none"> 1. Faculty member proposes/presents to BSW Program Committee for approval. 2. Sent to full faculty for vote 3. Forwarded to UCCC