



Policy Title:	Core Curriculum Modification
Policy Number:	ACAD-122
Revision Date:	May 2021
Policies Superseded:	120; ACAD-120
Policy Management Area(s):	Faculty Senate

SUMMARY:

To maintain high academic standards in a liberal arts environment, the Core Curriculum may be modified from time to time. Modifications to the Core Curriculum must include justification and rationale based on University and institutional resources and mission along with the needs of students.

POLICY:

I. POLICY

Modifications to the core curriculum must be based on demonstrated need and a coherent rationale based on University and institutional resources and mission along with the needs of students. Modifications to the core curriculum must be approved by the Core Curriculum Committee, the Academic Affairs Committee, Faculty Senate and the Provost, as below.

- A. A proposal to change the core curriculum can be initiated at the department, college, or university level. The proposal must include a coherent rationale and be based on demonstrated need using assessment data or other information. Modification proposals must include student learning outcomes and their assessment, and course syllabi, where appropriate. Modifications that include new courses must also seek approval of the new courses as per current Academic Affairs Committee policy; see the Academic Affairs Committee website (<https://www.coastal.edu/forms/provost/academic/>).
- B. The Curriculum Committee(s) for the College or Colleges either initiating the proposal or that will be impacted by the modification must review and approve the proposal. The initiating party is responsible for submitting the proposal, along with documentation of review and approval from the College Curriculum Committee(s), to the Core Curriculum Committee chair.
- C. The Core Curriculum Committee reviews and approves the proposal. Any modifications must include student learning outcomes and their assessment. The Core Curriculum Committee chair also confirms that any new courses that are associated

with the modifications are also reviewed and approved. The unit or party initiating the proposal must send a representative who is able to answer questions to the Core Curriculum Committee meeting to answer questions concerning the modifications. If there is no representative present, the item will be removed from the agenda and taken up at the following meeting. The representative will be responsible for briefing the initiating unit or party of any revisions or changes needed to the proposal. Such revisions are due 14 days after the Core Curriculum Committee meeting. The initiating party forwards the proposal to the Academic Affairs Committee.

- D. The Academic Affairs Committee reviews and approves the proposal. The unit or party generating the proposal must send a representative who is able to answer questions to the Academic Affairs Committee meeting to answer questions concerning the modifications. If there is no representative present, the item will be removed from the agenda and taken up at the following meeting. The representative will be responsible for briefing the initiating party of any revisions or changes needed to the proposal. Such revisions are due 14 days after the Academic Affairs Committee meeting. Modifications that are approved by the Academic Affairs Committee are forwarded to the Chair of Faculty Senate for review and approval.
- E. Following parliamentary procedures, the motion to approve modifications to the Core Curriculum requires a majority vote by the Faculty Senate. Once approved, the Faculty Senate Recorder prepares an Administrative Action Form. This form is forwarded to the Provost and President for their review, and for the citing of any stipulations, if needed, and for their signatures. Copies of motions that receive stipulations are returned to the Faculty Senate Chair for the Faculty Senate's information only.
- F. Copies of the completed Administrative Action Forms are forwarded to the Registrar's Office for information. Originals are maintained by the Faculty Senate Recorder.