

FACULTY SENATE MEETING
Peck Hall, Room 2405
December 5, 2024 – 2:30pm
APPROVED MINUTES

The regular meeting of the Faculty Senate was called to order at 2:35 pm on Thursday, December 5, 2024 in Peck Hall, Room 2405 by President Marcus Agustin.

Present: **President** Marcus Agustin, **President-Elect** Wei Cheah, Undrah Baasanjav, Leah Baecht, Jeff Banker, Joaquin Florido Berrocal, Kevin Cannon, Igor Crk, Jacob Del Rio, Stephen Duda, Jennifer Erwin, Carole Frick, Isabel Gay, Keith Hecht, Mary Kaemmerer, Tim Kalinowski, Sungho Kim, Susan Kooiman, Soondo Kweon, Ram Madupalli, Mary Macharia, Didi Martinez, Cassandra Maynard, Shannon McCarragher, Mark McKenney, Steve Morrese, Sorin Nastasia, Barbara Nwacha, Bhargav Patel, Jodi Patton-Jordan, Jon Pettibone, Mary Anne Pettit, Marion Prats, Beidi Qiang, Nicola Schmidt, Johanna Schmitz, Dan Segrist, Kamran Shavezipur, Chrissy Simmons, J.T. Snipes, Jason Swagler, Rebecca Swartz, Ralph Tayeh, Melissa Thomeczek, Kevin Tucker, Cinnamon VanPutte, Suranjan Weeraratne, Chin-Chuan Wei, Sue Wiediger, Amy Winn, Duff Wrobbel

Absent: Marie Klopfenstein, Erik Krag, Joshua Kryah, Lynne Miller, Ken Rawson, Laurie Rice (ex officio), Jeffrey Sabby (ex officio), David Sherrill, Bernadette Sobczak, Gloria Sweida, Carrie Vogler, Andrew Wesemann

Guests: Denise Cobb, Sally Boutelle

Consideration of Minutes:

The November 7, 2024 meeting minutes were approved as written.

Public Comment:

None.

Guests:

Provost Denise Cobb spoke to Faculty Senate and offered a few campus updates. Provost Cobb arrived at the end of the discussion regarding the request for a working group for a syllabus bank. Provost thanked everyone for their work on this. Provost Cobb also discussed Fall Break—going to make another attempt to lobby support for this. The proposed break would be in late October/early November. “Drop for Non-Payment” piloting for the Summer.

Provost Cobb introduced Sally Boutelle, Director of Enrollment Systems, Research & Analysis (ESRA). Sally spoke about the Power BI dashboards, how it shares details on student patterns for university stakeholders and help you make data informed decisions. Sally also explained how to disaggregate data by college, department, major and section.

Announcements:

None.

Action Items:

None.

Unfinished Business:

- A. Changes to the Faculty Senate Bylaws – approved by Chancellor Minor on October 22, 2024. Rules & Procedures Council has officially been renamed Governance Council, while Welfare Council has officially been renamed Welfare & Adjudication Council.
- B. Changes to Teaching Excellence Award Committee Operating Papers – still waiting on an update.
- C. Update on Approval to Changes to Policies 111 and 111 and Elimination of Policy 112 – received an email that it is being reviewed by Policy Council within a couple of days. Hoping to have them approved before the end of 2024.

New Business:

- A. Changes to Curriculum Council Operating Papers – Amy Winn gave a first read of the proposed changes to the Curriculum Council Operating Papers.
- B. Changes to Policy 1Q8 (Implementation and Administrative Responsibility Policy – Amy Winn gave a first read of the proposed changes to the Policy.
- C. Faculty Senate Working Group on Creation of a Syllabus Bank/Student Government Resolution – Faculty Senate reviewed a resolution from Student Government, which “formally requests cooperation from all relevant authorities at SIUE towards the creation and maintenance of a syllabus bank.” As she joined the meeting, Provost Cobb commented that, despite the resolution stating that Student Government wanted to manage or co-manage this process, she expressed her desire that this be faculty led.

Reports from Standing Committees:

IBHE Faculty Advisory Council: see attached report.

UPBC: see attached report.

Reports from Council Chairs:

Curriculum Council: see attached report.

Faculty Development Council: see attached report.

Governance Council: see attached report.

Welfare & Adjudication Council: see attached report.

President: see attached report.

Adjournment:

The meeting adjourned at 4:08 pm.

Submitted by Michael Tadlock-Jackson, University Governance

Faculty Senate

Undergraduate Curriculum Council

Curriculum Council Operating Papers

I. Membership

The membership of the Curriculum Council will be determined in accord with the Constitution and Bylaws of the Faculty Senate (Bylaws VI, Section C.).

A. The Curriculum Council shall have representation distributed as follows:

1. Faculty Representation: The Executive Committee shall appoint to the Council a minimum of nine to twelve faculty (as defined by the Faculty Senate) representatives from among those elected by academic units. Terms of office shall be for one year, with annual reappointment by the Executive Committee.
2. Student Representation: Two students shall be appointed to the Council by the Student Senate for annual terms. Students must qualify for membership in the Student Senate. These representatives shall be voting members of the Council.
3. The following shall be ex-officio, voting members of the Council: the Vice Chancellor for Enrollment Management, the University Registrar, the Director of Educational Outreach, the Director of Academic Advising, the Director of Learning Support Services, the Director of Assessment, the Director of General Education or their designated representatives, and the Chair of the General Education Committee. The following shall be ex-officio, non-voting member of the Council: Director of the Honors Program.

II. Officers

A. The Chairperson of the Curriculum Council for the coming year shall be appointed by the Faculty Senate Past-President, President, and President-Elect in accord with Faculty Senate Bylaws V, Section B. This appointment shall be submitted to the Faculty Senate for approval at the May meeting.

B. The Chairperson of the Curriculum Council shall have the following duties and responsibilities:

1. Convene and facilitate regular meetings of the Council
2. Appoint Chairs of the Academic Standards and Policies Committee; Undergraduate Courses Committee; Undergraduate Programs Committee; and ad hoc Committees with Council approval; appoint a Secretary of the Council and other officers, with approval of the Council.

3. With the Chair of the General Education Committee, identify and present to the Curriculum Council membership recommendations for this Committee.
4. Serve as member of the Faculty Senate Executive Committee.
5. Serve as liaison for the Council to the University Governance Office, for purposes of: monitoring the progress of course/program change requests through the review and approval process; maintaining up to date Curriculum Council minutes and other documents on-line.
6. Attend and report regularly to the Faculty Senate on the work of the Council, including any items needing Senate review and/or action.
7. Maintain Curriculum Council records of course/program approval actions; amendments to Operating Papers; and other actions of Curriculum Council Committees.
8. Provide leadership to the Council in matters relevant to the Council's charge, consistent with the Council's powers and functions, described in Section III of the Curriculum Council Operating Papers.

C. The Secretary of the Council shall take minutes at all meetings of the Council and submit these minutes to the Chairperson for review.

III. Powers and Functions

A. The powers and functions of the Curriculum Council are those established by the Constitution and Bylaws of the Faculty Senate (Bylaws V, Section G). The Curriculum Council is responsible to the Faculty Senate for formulating and recommending policy on undergraduate curriculum (instructional programs, courses of study, definitions of certificates, diplomas, degrees, student entrance, retention and exit), for formulating and reviewing undergraduate curricular policy proposals, for reviewing the administration of all undergraduate curricular matters, and for conducting undergraduate program reviews. "Undergraduate" shall be defined as including both dental and continuing education students.

B. Illustrative of the matters within the jurisdiction of the Curriculum Council are the following:

1. Recommending policy on requirements for entrance, retention, and graduation for undergraduates.
2. Recommending policy on requirements for undergraduate majors and minors.
3. Recommending policy on adopting new programs or eliminating existing programs.
4. Recommending policy on grading students.
5. Recommending policy on accepting credit from other institutions or testing programs.
6. Recommending policy on advising undergraduates.
7. Recommending policy concerning the special problems that may arise with regard to teaching undergraduates at centers other than the main campus.
8. Maintaining a continuing review and evaluation of Continuing Education programs.

9. Maintaining a continuing review and evaluation of undergraduate programs and courses. The Curriculum Council shall review each program review committee's report. Once a committee report has been approved, the Council shall evaluate whether the program is in good standing, is flagged for priority review, or should have its enrollment suspended. A program is flagged for priority review when it has substantial areas of concern. The priority review will occur in a time and manner as determined by Illinois Board of Higher Education regulations. If the priority review does not show substantial improvement in the program, the Curriculum Council, in consultation with the Provost, can suspend enrollment.

10. Recommending policy regarding the University's Assessment Plan.

11. Participating in the selection of the Director of Assessment when a vacancy occurs and when the term of office of the incumbent Director is expiring.

12. Participating in the selection of the Director of General Education when a vacancy occurs and when the term of office of the incumbent Director is expiring.

IV. Meetings

A. The Curriculum Council shall normally meet the third Thursday of each month at 2:30 p.m. Special meetings will be called by the chairperson when deemed necessary.

B. A quorum shall consist of the physical presence of at least half of the total number of voting members of Curriculum Council. Members of the Curriculum Council who wish to remotely attend Council meetings (e.g., by telephone or electronically) can only do so in a manner consistent with the Illinois Open Meetings Act, and with consent of the Chairperson.

C. Agenda of Meetings

1. The chairperson shall prepare the agenda of meetings.

2. Council members may place items on the agenda by request to the chairperson.

3. Notice of the time, place and agenda of all meetings of the Council shall be delivered to all members of the Council, and in compliance with the Illinois Open Meetings Act, made available to the public at least 48 hours in advance of the meeting.

4. A maximum of 15 minutes shall be allotted at the end of the meeting for public comment. No individual speaker shall be allowed to speak for more than 5 minutes.

V. Standing Committees and Operations

A. Undergraduate Programs Committee (UPC)

1. The Chairperson of the Undergraduate Programs Committee shall be appointed from among the members of the Council by the Council Chairperson with the approval of a majority of the Council. The term of office shall be one year; the same chairperson may not serve more than three successive terms.

2. The Chairperson of the Undergraduate Programs Committee shall appoint at least five additional members to the Committee, ensuring a simple majority of faculty is always present.. These appointments shall be approved by a majority of the Council. The term of Committee members shall be one year; they may succeed themselves, but cannot hold more than three consecutive terms. However, a representative of the Registrar's Office shall serve as an on-going ex officio member.

3. The Undergraduate Programs Committee has the responsibility to review proposals for modifications, additions or terminations of programs. The Committee shall forward such proposals to the Council, recommending either approval or disapproval. All proposals for changes in programs approved by the Council shall be forwarded to the Faculty Senate Executive Committee as policy recommendations.

4. The Undergraduate Programs Committee shall meet at the call of the Committee Chairperson.

5. Procedure of the Undergraduate Programs Committee shall be as follows:

a. University proposals related to curriculum changes that come to the Undergraduate Programs Committee shall be divided by the Chairperson into the following three classes:

(1) Class 1 - proposals for program modification that involve only minor changes such as wording of program titles or program description.

(2) Class 2 - proposals that request substantive changes in programs already in existence. Substantive changes include changes in credit hours, program content, and program requirements.

(3) Class 3 - proposals that request new programs, propose elimination of existing programs, and all proposals concerning additions or modifications that seem significantly to involve more than one College or School of the University, including interdisciplinary minors whose program requirements draw from more than one College/School.

b. The various classes shall then be handled as follows:

(1) Class 1 - The Committee Chairperson may approve them, or submit them to the Undergraduate Programs Committee for action.

(2) Class 2 - The Committee Chairperson may use campus mail, e-mail, and/or telephone conversations to determine whether a majority of the Committee approves the proposal in question, or submit such proposals at a meeting of the Undergraduate Programs Committee.

(3) Class 3 - The Committee Chairperson must submit such proposals to the Undergraduate Programs Committee at a meeting open to all University students, staff, and faculty. Whenever such a proposal is to be considered by the Undergraduate Programs Committee, the Chairperson shall give advance notice to Chairpersons of those departments whose proposals are to be considered.

6. Proposals that concern the addition of undergraduate programs shall be routed as follows:

a. Originated by the individual faculty members who desire to offer the program;

b. Approved by the Curriculum Committee of the Department;

c. Approved by the Curriculum Committee of the College or School;

- d. Reviewed and approved by the Undergraduate Programs Committee of the Curriculum Council, as appropriate;
- e. Reported to the Curriculum Council;
- f. Reported to the Faculty Senate;
- g. Forwarded to the Office of the Provost to be reviewed for conformance to institutional priorities and mission.

7. Justification for new programs: The proposal for each new program shall include the Form 92 and the New Program Request Form (required format for submission to Illinois Board of Higher Education) with statements providing rationale for the program, evidence of communication with other Departments, Colleges, or Schools that might be interested in the program, and evidence of collation or consultation with any other Colleges or Schools with which the program subject matter overlaps.

8. Proposals that concern the modification or termination of undergraduate programs shall be routed as follows:

- a. Originated by the individual faculty members or department concerned;
- b. Approved by the Curriculum Committee of the Department;
- c. Approved by the Curriculum Committee of the College or School;
- d. Reviewed and approved by the Undergraduate Programs Committee of the Curriculum Council, as appropriate;
- e. Reported to the Curriculum Council;
- f. Reported to the Faculty Senate;
- g. Forwarded to the Office of the Provost for further review.

9. Justification for modified or terminated program: The proposal for each modified or terminated program should include the proper form, a Reasonable and Moderate Extension (RME) if necessary, a description of the program as modified, a listing of all changes, a list of associated Forms 90, and a rationale for the changes.

B. Undergraduate Courses Committee (UCC)

1. The Chairperson of the Undergraduate Courses Committee shall be appointed from the Council members by the Council Chairperson with the approval of a majority of the Council. The term of office shall be one year; the same chairperson may not serve more than three successive terms.
2. The Chairperson of the Undergraduate Courses Committee shall appoint at least five additional members to the Committee,, ensuring a simple majority of faculty is always present... Appointed faculty members need not be on the Curriculum Council. These appointments shall be approved by a majority of the Council. The term of Committee members shall be one year; they may succeed themselves, but cannot hold more than three consecutive terms. However, a representative of the Registrar's Office shall serve as an on-going ex officio member.

3. The Undergraduate Courses Committee has the responsibility to review proposals for revision, additions, and terminations of undergraduate courses. The Committee shall act on these matters with the approval of the Curriculum Council, and call to the attention of the Council any proposed changes.
4. The Undergraduate Courses Committee shall meet at the call of the Committee Chair.
5. Procedures of the Undergraduate Courses Committee shall be as follows:
 - a. The primary responsibility of the Undergraduate Courses Committee is to review proposals for new courses (Form 90A) or experimental courses.
 - (1) Major modifications to courses (Form 90C), which require Undergraduate Courses Committee approval, include major change in course description, level of instruction, change in pre-or co- requisites, cross-listed course status, or other modifications that the Undergraduate Courses Committee Chair determines substantially change the course.
 - (2) Modifications to courses (Form 90C) that impact the status of the course with respect to the General Education requirements shall be forwarded to the General Education Committee.
 - (4) Modifications to courses (Form 90C) that impact a department's senior assignment shall be forwarded to the Committee on Assessment.
 - (5) Elimination of courses (Form 90B) requires consideration by the Undergraduate Courses Committee.
 - (6) Proposals to teach existing courses in the on-line format (Form 94) do not require consideration by the Curriculum Council or the Undergraduate Courses Committee.
 - b. The Committee Chairperson may call a meeting or may use campus mail, email, and/or telephone conversations to determine whether a majority of the committee approves the proposal in question.
6. Proposals that concern the addition, modification, or elimination of undergraduate courses shall be routed as follows:
 - a. Originated by the individual faculty members or department concerned;
 - b. Approved by the Curriculum Committee of the Department;
 - c. Approved by the Curriculum Committee of the College or School;
 - d. Reviewed and approved by the Undergraduate Courses Committee of the Curriculum Council, as appropriate;
 - e. Reported to the Curriculum Council;
 - f. Reported to the Faculty Senate;
 - g. Forwarded to the Office of the Provost for further review.
7. Justification for new courses:

- a. The application for each new course shall include the Form 90A, a syllabus for the course, a short statement concerning the need for the course, evidence of communication with members of any other departments who might be interested in the course, and evidence of collation or consultation, if the course is cross-listed or if the subject matter is similar to, or possibly overlaps, that of another discipline.
- b. Applications for course modifications require only the Form 90C, a syllabus for the course, and a brief statement justifying the change.
- c. Applications to change an experimental course to a regular course must be accompanied by a brief statement concerning the success of the course and a description of the process used to evaluate it.

C. The General Education Committee

1. The voting members of the Committee shall be as follows: Nine faculty members, four from CAS, one from each of the other schools with a baccalaureate program, and one faculty member from Library and Information Services (staggered three-year terms). Two undergraduate students (one-year term), appointed by the Student Senate. The Director of General Education (or designated representative).
2. The non-voting members of the Committee (with indefinite terms) shall be as follows: the Provost and Vice Chancellor for Academic Affairs (or delegated representative), the Director of Academic Advising (or delegated representative), the University Registrar (or delegated representative), the Director of Assessment (or delegated representative), the Associate Dean of CAS in charge of scheduling.
3. The method of selection of the faculty members of the Committee shall be as follows:
 - a. During the Spring term, the Dean of each School or College will appoint the required number of members and alternates.
 - b. The candidates shall be presented for confirmation by the Curriculum Council and the Senate at their April meetings.
 - c. For all faculty members, service on General Education Committee is for a three-year term commencing August 15th. Vacancies created in the middle of a term by resignation or inability to serve shall be filled by appointment of one of the designated alternates of the General Education Committee by the Chair of the General Education Committee until the following Spring Semester, at which time the vacancy shall be filled according to the procedure in 3. a.
4. During the Spring term, a voting member on the General Education Committee shall be designated Chair by the President of the Faculty Senate and the Chair of the Curriculum Council (whose terms begin in April of that Spring term). This selection shall be presented for confirmation by the Curriculum Council and the Senate at the same time as the slate of proposed new members of the General Education Committee. The Chair shall serve for one year and may succeed him/herself twice.
5. In meetings of the General Education Committee, the Chair shall only vote in case of a tie. The responsibilities of the Chair shall be as follows:
 - a. To serve as the official representative of General Education Committee as a voting member of the Curriculum Council;

b. To call meetings of the Committee (at least once per term) for the timely consideration of such matters as shall have been submitted to it;

c. To enact the Committee's oversight (see below) of the General Education Program;

6. A Secretary of the General Education Committee shall be appointed by the Chair from among the membership of the General Education Committee. The secretary shall serve for one year, and shall have the following responsibilities:

a. To keep accurate minutes of all meetings of the General Education Committee;

b. To assist the Governance Office in the maintenance of the records of the General Education Committee's activities.

7. The General Education Committee shall meet at the call of its Chairperson. A quorum of the Committee shall be six (6)-voting members, including the Chairperson.

8. The General Education Committee bears the primary responsibility for maintaining and developing the General Education Program at Southern Illinois University Edwardsville. Its responsibilities include the following:

a. To review proposals for additions, terminations, and modification of all general education courses and requirements.

b. To review proposed modifications in the General Education program and/or requirements, and to recommend them as appropriate.

c. To advise the Director of General Education concerning scheduling and content of General Education courses, and to recommend changes in the scheduling or content of courses where appropriate.

d. To advise the Director of General Education about the need for additional courses.

e. To consider requests from students concerning general education requirements.

f. To consider any other matters that the General Education Committee believes essential to the continued success of General Education at the University, and to recommend appropriate actions.

g. To place any General Education course or requirements that the General Education Committee deems deficient in satisfying the goals established for the relevant General Education components on probationary status for one year. If the department or unit is unable to make satisfactory amendments to the course, project, or activity, the General Education Committee, in consultation with the Provost and Director of General Education, has the authority to remove the course, project, or activity from the General Education Program.

9. All decisions of the General Education Committee are subject to review and approval by the Curriculum Council.

10. Procedures of the General Education Committee shall be as follows:

a. All proposals for the addition of general education courses shall be circulated to members one week prior to the meeting at which it is considered.

b. Representatives of the proposing Department(s), College or School(s) shall be invited to meet with the General Education Committee during the discussion portion of deliberations relating to their proposal and respond to proposed modifications.

11. Requests to propose, modify, or delete general education courses shall be routed in the following sequence:

- a. Originated by the individual faculty members who desire to teach the course (or by departments in cases where the General Education Committee has requested the course);
- b. Approved by the Curriculum Committee(s) of the Department(s) involved;
- c. Approved by the Curriculum Committee(s) of the College or School(s) involved;
- d. Reviewed and approved by the General Education Committee, as appropriate (IS courses cannot be considered by the General Education Committee until the course is approved by at least two different departments within the College of Arts and Sciences, by CAS and one other School, or by two different Schools);
- e. Reported to the Curriculum Council;
- f. Reported to the Faculty Senate;
- g. Forwarded to the Office of the Provost for further review.

12. The General Education Committee shall have responsibility for the continuing review of the General Education program. Responsibilities include:

- a. To begin a continuous review of the General Education program starting three years after students matriculate under any requirement of the new General Education program approved by the Faculty Senate in 2007-2008. The review shall be done annually in such a way that it is completed at the end of five years, when the review process shall begin again.
- b. To review, in a manner determined by the Curriculum Council, the General Education program on an annual basis, with "Foundations" courses to be reviewed in the first year, "Breadth" courses in the second and third years, and "Interdisciplinary Studies" courses along with other general education requirements in the fourth year. The fifth year in the cycle shall be devoted to reviewing the entire program from a holistic and comprehensive perspective. Each year, the Committee may be augmented with additional members as needed to help with the review. These members shall be eligible to vote on Committee decisions and will serve one-year terms. They may succeed themselves, but cannot hold more than three consecutive terms.
- c. To place all courses that are not re-approved in the General Education Committee's annual review on probationary status. Departments will have one year to address satisfactorily the Committee's concerns; otherwise, such courses will be removed from the lists of courses approved for General Education credit.
- d. To prepare materials in support of both the annual review of undergraduate education reported through the Resource Allocation and Management Program (RAMP) process and any special reviews of General Education that the University shall undertake.

e. To participate with the Office of Institutional Research and Studies in any regular inventories it conducts that shall result in data pertinent to the evaluation of the General Education Program.

D. Academic Standards and Policies Committee

1. The Chairperson of the Academic Standards and Policies Committee shall be appointed from the Council members by the Council Chairperson with the approval of the majority of the Council. The term of office shall be for one year; Chairpersons may succeed themselves, but cannot serve more than three successive terms.
2. The Chairperson of Academic Standards and Policies Committee shall appoint at least three additional members to the Committee, ensuring a simple majority of faculty is always present.... These appointments shall be approved by a majority of the Council. The term of office shall be one year; the same member may not serve more than three successive terms. However, a representative of the Registrar's Office shall serve as an on-going ex officio member.
3. The Chairperson of the Academic Standards and Policies Committee shall serve as a liaison to other committees within the University, which deal with academic standards and policies (for example, Graduate Council, Special Task Forces, Textbook Services Advisory Committee).
4. The Academic Standards and Policies Committee has the following responsibilities: to review existing standards and policies (such as grading, suspension, admission, adding and dropping classes); to recommend changes in existing standards and policies for the purpose of improving the quality of instruction.

E. Graduation Appeals Committee (GA)

1. A member of the University Registrar's staff shall serve as the non-voting Chairperson of the Graduation Appeals Committee.
2. In addition to the Chairperson, the Committee shall include three members of the faculty appointed annually by the Committee Chairperson and approved by the Curriculum Council. Committee members may succeed themselves, but may not serve for more than three consecutive terms.
3. For liaison purposes, a member of the Curriculum Council shall be appointed by the Chair of the Curriculum Council to serve as a non-voting member of the Graduation Appeals Committee. This appointment is for three years; reappointment is permitted.
4. The Graduation Appeals Committee shall hear appeals from undergraduate students who seek exceptions to the University general graduation requirements in order to graduate, and shall render decisions in such cases.
5. The Graduation Appeals Committee shall report to the Curriculum Council annually, via the Curriculum Council liaison.

F. Director of Assessment

1. The Director of Assessment shall be selected and approved by the Provost, only from among those names submitted by a Search Advisory Committee. The Search Advisory Committee shall consist of five faculty members, including the Committee Chairperson, appointed by the Curriculum Council in consultation with the Provost. The Search Advisory Committee shall submit the names of at least two

acceptable applicants to the Provost, or meet with the Provost if it determines that fewer than two applicants are acceptable to the Committee. The term of office of the Director of Assessment shall be three years and the Director may serve no more than three successive terms. The Director is eligible for reappointment by the Provost pending recommendation from the Curriculum Council.

2. The Director shall serve as an ad hoc member of the Curriculum Council and shall be a voting member of the Council.

3. The Director is responsible for reviewing undergraduate, graduate, and professional programs, including their courses. The Director is responsible for making recommendations to the Curriculum Council on the basis of such reviews. The Director is also responsible for assisting the Committee on Assessment in implementing the Assessment Plan.

4. Regarding the program review process, the duties of the Director shall be:

- a. Direct program review for the purpose of assessing program quality and identifying areas that need improvement.
- b. Prepare the necessary instruments for obtaining data from the program director, the faculty, current students, and recent graduates.
- c. Set the timetable and deadlines for completion of reviews.
- d. Select members for review committees.
- e. Conduct orientation meetings for program review committees.
- f. Meet with program director and faculty of departments being reviewed to discuss review process and outline steps for completing a self-study.
- g. Work closely with program directors to ensure maximum departmental involvement in the review process.
- h. Screen and hire applicants for graduate assistants and/or student workers.
- i. Supervise activities of graduate assistants and/or student workers.
- j. Serve as a liaison between reviewers and programs under review.
- k. Set up schedule for interviews of faculty and students in cooperation with the program director.
- l. Reproduce and distribute completed departmental self-studies to review committees.
- m. Direct the completion of program review reports from the review committees.
- n. Present completed reports to the Curriculum Council for approval.
- o. Submit reports to the Provost for review and action, as necessary.
- p. Serve as liaison to the Office of the Provost.
- q. Work in consultation with the Curriculum Council, the Committee on Assessment, the General Education Committee, and the Director of General Education to coordinate the assessment of the

General Education Program.

5. The Director is responsible for assisting the Committee on Assessment in implementing the SIUE Assessment Plan. The duties of the Director shall be to serve as ex-officio member of the Committee on Assessment, and to assist the Committee on Assessment in its charge.

G. Committee on Assessment

1. The functions of the Committee on Assessment include:

- a. Implementing the University Assessment Plan.
- b. Making further policy recommendations that may arise in the implementation process to the Curriculum Council.
- c. Maintaining the Assessment and Senior Assignment Programs.
- d. Approving undergraduate program assessment plans.
- e. Approving changes to undergraduate program assessment plans and/or related courses.
- f. Making recommendations to the Curriculum Council as warranted by the findings of assessment activities.
- g. Consulting with the Director of General Education, Director of Assessment, and the Office of the Provost regarding general education assessment.

2. Membership

- a. Members of the Committee on Assessment shall be appointed by the Faculty Senate in consultation with the Provost.
- b. The Committee on Assessment shall be constituted of eight faculty members, one of whom will be a liaison from the Curriculum Council; two undergraduate students, and one representative from each of the following: the Office of Institutional Research, the Director of Assessment, the Associate Provost for Academic Planning, Assessment, and Accreditation, Learning Support Services, and the Academic Deans.
- c. Appointments to the Committee shall normally be for three-year terms; reappointment is permitted for a maximum of three successive terms. All members of the Committee are voting members.
- d. The Chairperson of the Committee shall be appointed from among the Committee membership, by the Faculty Senate President in consultation with the Provost. The term of office as Chairperson shall be one year; reappointment of the same individual to additional terms is permitted indefinitely.

H. Director of General Education

1. The Director of General Education shall be selected and approved by the Provost, only from among those names submitted by a Search Advisory Committee. The Search Advisory Committee shall consist of five faculty members, including the Committee Chairperson, appointed by the Curriculum Council in

consultation with the Provost. The Search Advisory Committee shall submit the names of at least two acceptable applicants to the Provost, or meet with the Provost if it determines that fewer than two applicants are acceptable to the Committee. The term of office of the Director of General Education shall be three years and the Director may serve no more than three successive terms. The Director is eligible for reappointment by the Provost pending recommendation from the Curriculum Council.

2. The Director shall serve as a voting member of the Curriculum Council and the General Education Committee.

3. The Director has administrative responsibility for the effective functioning of the General Education program, including the First Semester Transition Course and IS courses, to ensure high quality offerings and achievement of purpose.

4. The Director shall communicate to departments the need for additional courses deemed necessary to the General Education curriculum.

5. The Director shall assist and advise the General Education Committee in their work.

6. The Director will work, in consultation with the Curriculum Council, the Committee on Assessment, the General Education Committee, and the Director of Assessment, to coordinate the assessment of the General Education program

VI. Ad Hoc Committees

The Chair of the Council may from time to time create ad hoc committees with the approval of the Council. The nature of the Committees, their duties, estimated life, and the voting status of the Chairpersons of these committees shall all be subject to approval by the Council.

VII. Amendment Recommendations

Recommended amendments to the Operating Papers may be made by two-thirds of Council members present and are subject to approval by the Faculty Senate. Previous notice of the proposed amendment(s) must have been circulated to members one week prior to the meeting at which it is considered.

Approved by the Faculty Senate May 2, 2019

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Approved by the Interim Chancellor November 20, 2015
Approved by Faculty Senate October 1, 2015 (CC#01-15/16)

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Approved by the Chancellor December 16, 2013
Approved by Faculty Senate November 7, 2013 (CC#20-13/14)
Approved by the Chancellor January 24, 2013
Approved by Faculty Senate December 6, 2012 (CC#11-12/13)

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Approved by Curriculum Council 01/20/11

Approved by Faculty Senate 03/03/11

Approved by the Chancellor 05/20/11

Curriculum Council Operating Papers

I. Membership

The membership of the Curriculum Council will be determined in accord with the Constitution and Bylaws of the Faculty Senate (Bylaws VI, Section C.).

A. The Curriculum Council shall have representation distributed as follows:

1. Faculty Representation: The Executive Committee shall appoint to the Council a minimum of nine to twelve faculty (as defined by the Faculty Senate) representatives from among those elected by academic units. Terms of office shall be for one year, with annual reappointment by the Executive Committee.
2. Student Representation: Two students shall be appointed to the Council by the Student Senate for annual terms. Students must qualify for membership in the Student Senate. These representatives shall be voting members of the Council.
3. The following shall be ex-officio, voting members of the Council: the Vice Chancellor for Enrollment Management, the University Registrar, the Director of Educational Outreach, the Director of Academic Advising, the Director of Learning Support Services, the Director of Assessment, the Director of General Education or their designated representatives, and the Chair of the General Education Committee. The following shall be ex-officio, non-voting member of the Council: Director of the Honors Program.

II. Officers

A. The Chairperson of the Curriculum Council for the coming year shall be appointed by the Faculty Senate Past-President, President, and President-Elect in accord with Faculty Senate Bylaws V, Section B. This appointment shall be submitted to the Faculty Senate for approval at the May meeting. The same chairperson may not serve more than three successive terms.

B. The Chairperson of the Curriculum Council shall have the following duties and responsibilities:

1. Convene and facilitate regular meetings of the Council
2. Appoint Chairs of the Academic Standards and Policies Committee; Undergraduate Courses Committee; Undergraduate Programs Committee; and ad hoc Committees with Council approval; appoint a Vice Chair and Secretary of the Council, with approval of the Council.
3. With the Chair of the General Education Committee, identify and present to the Curriculum Council membership recommendations for this Committee.
4. Serve as member of the Faculty Senate Executive Committee.

5. Serve as liaison for the Council to the University Governance Office, for purposes of: monitoring the progress of course/program change requests through the review and approval process; maintaining up to date Curriculum Council minutes and other documents on-line.

6. Attend and report regularly to the Faculty Senate on the work of the Council, including any items needing Senate review and/or action.

7. Maintain Curriculum Council records of course/program approval actions; amendments to Operating Papers; and other actions of Curriculum Council Committees.

8. Provide leadership to the Council in matters relevant to the Council's charge, consistent with the Council's powers and functions, described in Section III of the Curriculum Council Operating Papers.

C. The Vice Chair of the Council shall act as substitute for the Chairperson in his/her absence at Curriculum Council and Faculty Senate Executive Committee meetings and perform other duties as assigned by the Chairperson.

D. The Secretary of the Council shall take minutes at all meetings of the Council and submit these minutes to the Chairperson for review.

III. Powers and Functions

A. The powers and functions of the Curriculum Council are those established by the Constitution and Bylaws of the Faculty Senate (Bylaws V, Section G). The Curriculum Council is responsible to the Faculty Senate for formulating and recommending policy on undergraduate curriculum (instructional programs, courses of study, definitions of certificates, diplomas, degrees, student entrance, retention and exit), for reviewing existing standards and policies (such as grading, suspension, admission, adding and dropping courses) and recommending changes for the purpose of improving the quality of instruction. for formulating and reviewing undergraduate curricular policy proposals, for reviewing the administration of all undergraduate curricular matters, for conducting undergraduate program reviews. "Undergraduate" shall be defined as including continuing education.

B. Illustrative of the matters within the jurisdiction of the Curriculum Council are the following:

1. Policy on requirements for entrance, retention, and graduation for undergraduates.
2. Policy on requirements for undergraduate majors and minors.
3. Policy on adopting new programs or eliminating existing programs.
4. Policy on grading students.
5. Policy on accepting credit from other institutions or testing programs.

Commented [AW1]: to review existing standards and policies (such as grading, suspension, admission, adding and dropping classes); to recommend changes in existing standards and policies for the purpose of improving the quality of instruction.

6. Policy on advising undergraduates.
7. Policy concerning the special problems that may arise with regard to teaching undergraduates at centers other than the main campus.
8. Maintaining a continuing review and evaluation of Continuing Education programs.
9. Maintaining a continuing review and evaluation of undergraduate programs and courses. The Curriculum Council shall review each program review committee's report. Once a committee report has been approved, the Council shall evaluate whether the program is in good standing, is flagged for priority review, or should have its enrollment suspended. A program is flagged for priority review when it has substantial areas of concern. The priority review will occur in a time and manner as determined by Illinois Board of Higher Education regulations. If the priority review does not show substantial improvement in the program, the Curriculum Council, in consultation with the Provost, can suspend enrollment.
10. Policy regarding the University's Assessment Plan.
11. Participating in the selection of the Director of Assessment when a vacancy occurs and when the term of office of the incumbent Director is expiring.
12. Participating in the selection of the Director of General Education when a vacancy occurs and when the term of office of the incumbent Director is expiring.

IV. Meetings

A. The Curriculum Council shall normally meet the third Thursday of each month at 2:30 p.m. (or other agreed upon time). Special meetings will be called by the chairperson when deemed necessary.

B. A quorum shall consist of the physical presence of at least half of the total number of voting members of Curriculum Council. Members of the Curriculum Council who wish to remotely attend Council meetings (e.g., by telephone or electronically) can only do so in a manner consistent with the Illinois Open Meetings Act, and with consent of the Chairperson.

C. Agenda of Meetings

1. The chairperson shall prepare the agenda of meetings.
2. Council members may place items on the agenda by request to the chairperson.
3. Notice of the time, place and agenda of all meetings of the Council shall be delivered to all members of the Council, and in compliance with the Illinois Open Meetings Act, made available to the public at least 48 hours in advance of the meeting.
4. A maximum of 15 minutes shall be allotted at the end of the meeting for public comment. No individual speaker shall be allowed to speak for more than 5 minutes.

V. Standing Committees and Operations

A. Undergraduate Programs Committee (UPC)

1. The Chairperson of the Undergraduate Programs Committee shall be appointed from among the members of the Council by the Council Chairperson with the approval of a majority of the Council. The term of office shall be one year; the same chairperson may not serve more than three successive terms.
2. The Curriculum Council Chairperson, in consultation with the Chairperson of the Undergraduate Programs Committee shall appoint at least five additional members to the Committee, ensuring a simple majority of faculty is always present. These appointments shall be approved by a majority of the Council. The term of faculty members of the on the committee shall be one year; they may succeed themselves, but cannot hold more than three consecutive terms. A representative of the Registrar's Office shall serve as an on-going ex officio member.
3. The Undergraduate Programs Committee has the responsibility to review proposals for modifications, additions or terminations of programs. The Committee shall forward such proposals to the Council, recommending either approval or disapproval. All proposals for changes in programs approved by the Council shall be forwarded to the Faculty Senate Executive Committee as policy recommendations.
4. The Undergraduate Programs Committee shall meet at the call of the Committee Chairperson.
5. Procedure of the Undergraduate Programs Committee shall be as follows:
 - a. University proposals related to curriculum changes that come to the Undergraduate Programs Committee shall be classified into one the following three classes:
 - (1) Class 1 - proposals for program modification that involve only minor changes such as wording of program titles or program description.
 - (2) Class 2 - proposals that request substantive changes in programs already in existence. Substantive changes include changes in credit hours, program content, and program requirements.
 - (3) Class 3 - proposals that request new programs, propose elimination of existing programs, and all proposals concerning additions or modifications that seem significantly to involve more than one College or School of the University, including interdisciplinary minors whose program requirements draw from more than one College/School.
 - b. The various classes shall then be handled as follows:

(1) Class 1 - The Committee Chairperson may approve them, or submit them to the Undergraduate Programs Committee for action.

(2) Class 2 - The Committee Chairperson may use synchronous or asynchronous campus resources to determine whether a majority of the Committee approves the proposal in question, or submit such proposals at a meeting of the Undergraduate Programs Committee.

(3) Class 3 - The Committee Chairperson must submit such proposals to the Undergraduate Programs Committee at a meeting open to all University students, staff, and faculty. Whenever such a proposal is to be considered by the Undergraduate Programs Committee, the Chairperson shall give advance notice to Chairpersons of those departments whose proposals are to be considered. This meeting may be held in conjunction with a meeting of the Undergraduate Curriculum Council

6. Proposals that concern the addition of undergraduate programs shall be routed as follows:

- a. Originated by the individual faculty members who desire to offer the program;
- b. Approved by the Curriculum Committee of the Department;
- c. Approved by the Curriculum Committee of the College or School;
- d. Reviewed and approved by the Undergraduate Programs Committee of the Curriculum Council, as appropriate;
- e. Reported to the Curriculum Council;
- f. Reported to the Faculty Senate;
- g. Forwarded to the Office of the Provost to be reviewed for conformance to institutional priorities and mission.

7. Justification for new programs: The proposal for each new program shall include the Form 92 and the New Program Request Form (required format for submission to Illinois Board of Higher Education) with statements providing rationale for the program, evidence of communication with other Departments, Colleges, or Schools that might be interested in the program, and evidence of collation or consultation with any other Colleges or Schools with which the program subject matter overlaps.

8. Proposals that concern the modification or termination of undergraduate programs shall be routed as follows:

- a. Originated by the individual faculty members or department concerned;
- b. Approved by the Curriculum Committee of the Department;

- c. Approved by the Curriculum Committee of the College or School;
- d. Reviewed and approved by the Undergraduate Programs Committee of the Curriculum Council, as appropriate;
- e. Reported to the Curriculum Council;
- f. Reported to the Faculty Senate;
- g. Forwarded to the Office of the Provost for further review.

9. Justification for modified or terminated program: The proposal for each modified or terminated program should include the proper form, a Reasonable and Moderate Extension (RME) if necessary, a description of the program as modified, a listing of all changes, a list of associated Forms 90, and a rationale for the changes.

B. Undergraduate Courses Committee (UCC)

1. The Chairperson of the Undergraduate Courses Committee shall be appointed from the Council members by the Council Chairperson with the approval of a majority of the Council. The term of office shall be one year; the same chairperson may not serve more than three successive terms.
2. The Curriculum Council Chairperson, in consultation with the Chairperson of the Undergraduate Courses Committee shall appoint at least five additional members to the Committee, ensuring a simple majority of faculty is always present... Appointed faculty members need not be on the Curriculum Council. These appointments shall be approved by a majority of the Council. The term of faculty members on the committee shall be one year; they may succeed themselves. Faculty members of UCC cannot hold more than three consecutive terms. A representative of the Registrar's Office shall serve as an on-going ex officio member.
3. The Undergraduate Courses Committee has the responsibility to review proposals for revision, additions, and terminations of undergraduate courses. The Committee shall act on these matters with the approval of the Curriculum Council, and call to the attention of the Council any proposed changes.
4. The Undergraduate Courses Committee shall meet at the call of the Committee Chair.
5. Procedures of the Undergraduate Courses Committee shall be as follows:
 - a. The primary responsibility of the Undergraduate Courses Committee is to review proposals for new courses (Form 90A) or experimental courses.
 - (1) Major modifications to courses (Form 90C), which require Undergraduate Courses Committee approval, include major change in course description, level of instruction, change in pre- or co-requisites, cross-listed course status, or other

modifications that the Undergraduate Courses Committee Chair determines substantially change the course.

(2) Modifications to courses (Form 90C) that impact the status of the course with respect to the General Education requirements shall be forwarded to the General Education Committee.

(4) Modifications to courses (Form 90C) that impact a department's senior assignment shall be forwarded to the Committee on Assessment.

(5) Elimination of courses (Form 90B) requires consideration by the Undergraduate Courses Committee.

(6) Proposals to teach existing courses in the on-line format (Form 94) do not require consideration by the Curriculum Council or the Undergraduate Courses Committee.

b. The Committee Chairperson may call a meeting or may use synchronous or asynchronous campus resources to determine whether a majority of the reviewers approves the proposal in question.

6. Proposals that concern the addition, modification, or elimination of undergraduate courses shall be routed as follows:

- a. Originated by the individual faculty members or department concerned;
- b. Approved by the Curriculum Committee of the Department;
- c. Approved by the Curriculum Committee of the College or School;
- d. Reviewed and approved by the Undergraduate Courses Committee of the Curriculum Council, as appropriate;
- e. Reported to the Curriculum Council;
- f. Reported to the Faculty Senate;
- g. Forwarded to the Office of the Provost for further review.

7. Justification for new courses:

- a. The application for each new course shall include the Form 90A, a syllabus for the course, a short statement concerning the need for the course, evidence of communication with members of any other departments who might be interested in the course, and evidence of collation or consultation, if the course is cross-listed or if the subject matter is similar to, or possibly overlaps, that of another discipline.

b. Applications for course modifications require only the Form 90C, a syllabus for the course, and a brief statement justifying the change.

c. Applications to change an experimental course to a regular course must be accompanied by a brief statement concerning the success of the course and a description of the process used to evaluate it.

C. The General Education Committee

1. The voting members of the Committee shall be as follows: Nine faculty members, four from CAS, one from each of the other schools with a baccalaureate program, and one faculty member from Library and Information Services (staggered three-year terms); two undergraduate students (one-year term), appointed by the Student Senate; the Director of General Education (or designated representative); the University Registrar (or delegated representative); the Director of Academic Advising (or delegated representative).

2. The non-voting members of the Committee (with indefinite terms) shall be as follows: the Provost and Vice Chancellor for Academic Affairs (or delegated representative); the Director of Assessment (or delegated representative); the Associate Dean of CAS in charge of scheduling.

3. The method of selection of the faculty members of the Committee shall be as follows:

a. During the Spring term, the Dean of each School or College will appoint the required number of members and alternates.

b. The candidates shall be presented for confirmation by the Curriculum Council and the Senate at their April meetings.

c. For all faculty members, service on General Education Committee is for a three-year term commencing August 15th. Vacancies created in the middle of a term by resignation or inability to serve shall be filled by appointment of one of the designated alternates of the General Education Committee by the Chair of the General Education Committee until the following Spring Semester, at which time the vacancy shall be filled according to the procedure in 3. a.

4. During the Spring term, a voting member on the General Education Committee shall be designated Chair by the President of the Faculty Senate and the Chair of the Curriculum Council (whose terms begin in April of that Spring term). This selection shall be presented for confirmation by the Curriculum Council and the Senate at the same time as the slate of proposed new members of the General Education Committee. The Chair shall serve for one year and may succeed him/herself twice.

5. In meetings of the General Education Committee, the Chair shall only vote in case of a tie. The responsibilities of the Chair shall be as follows:

a. To serve as the official representative of General Education Committee as a voting member of the Curriculum Council;

b. To call meetings of the Committee (at least once per term) for the timely consideration of such matters as shall have been submitted to it;

c. To enact the Committee's oversight (see below) of the General Education Program;

6. A Secretary of the General Education Committee shall be appointed by the Chair from among the membership of the General Education Committee. The secretary shall serve for one year, and shall have the following responsibilities:

a. To keep accurate minutes of all meetings of the General Education Committee;

b. To assist the Governance Office in the maintenance of the records of the General Education Committee's activities.

7. The General Education Committee shall meet at the call of its Chairperson. A quorum of the Committee shall be six (6)-voting members, including the Chairperson.

8. The General Education Committee bears the primary responsibility for maintaining and developing the General Education Program at Southern Illinois University Edwardsville. Its responsibilities include the following:

a. To review proposals for additions, terminations, and modification of all general education courses and requirements.

b. To review proposed modifications in the General Education program and/or requirements, and to recommend them as appropriate.

c. To advise the Director of General Education concerning scheduling and content of General Education courses, and to recommend changes in the scheduling or content of courses where appropriate.

d. To advise the Director of General Education about the need for additional courses.

e. To consider requests from students concerning general education requirements.

f. To consider any other matters that the General Education Committee believes essential to the continued success of General Education at the University, and to recommend appropriate actions.

g. To place any General Education course or requirements that the General Education Committee deems deficient in satisfying the goals established for the relevant General Education components on probationary status for one year. If the department or unit is unable to make satisfactory amendments to the course, project, or activity, the General Education Committee, in consultation with the Provost and Director of General

Education, has the authority to remove the course, project, or activity from the General Education Program.

9. All decisions of the General Education Committee are subject to review and approval by the Curriculum Council.

10. Procedures of the General Education Committee shall be as follows:

a. All proposals for the addition of general education courses shall be circulated to members one week prior to the meeting at which it is considered.

b. Representatives of the proposing Department(s), College or School(s) shall be invited to meet with the General Education Committee during the discussion portion of deliberations relating to their proposal and respond to proposed modifications.

11. Requests to propose, modify, or delete general education courses shall be routed in the following sequence:

a. Originated by the individual faculty members who desire to teach the course (or by departments in cases where the General Education Committee has requested the course);

b. Approved by the Curriculum Committee(s) of the Department(s) involved;

c. Approved by the Curriculum Committee(s) of the College or School(s) involved;

d. Reviewed and approved by the General Education Committee, as appropriate (IS courses cannot be considered by the General Education Committee until the course is approved by at least two different departments within the College of Arts and Sciences, by CAS and one other School, or by two different Schools);

e. Reported to the Curriculum Council;

f. Reported to the Faculty Senate;

g. Forwarded to the Office of the Provost for further review.

12. The General Education Committee shall have responsibility for the continuing review of the General Education program. Responsibilities include:

a. To begin a continuous review of the General Education program starting three years after students matriculate under any requirement of the new General Education program approved by the Faculty Senate in 2007-2008. The review shall be done annually in such a way that it is completed at the end of five years, when the review process shall begin again.

b. To review, in a manner determined by the Curriculum Council, the General Education program on an annual basis, with "Foundations" courses to be reviewed in the first year, "Breadth" courses in the second and third years, and "Interdisciplinary Studies" courses along with other general education requirements in the fourth year. The fifth year in the cycle shall be devoted to reviewing the entire program from a holistic and comprehensive perspective. Each year, the Committee may be augmented with additional members as needed to help with the review. These members shall be eligible to vote on Committee decisions and will serve one-year terms. They may succeed themselves, but cannot hold more than three consecutive terms.

c. To place all courses that are not re-approved in the General Education Committee's annual review on probationary status. Departments will have one year to address satisfactorily the Committee's concerns; otherwise, such courses will be removed from the lists of courses approved for General Education credit.

d. To prepare materials in support of both the annual review of undergraduate education reported through the Resource Allocation and Management Program (RAMP) process and any special reviews of General Education that the University shall undertake.

e. To participate with the Office of Institutional Research and Studies in any regular inventories it conducts that shall result in data pertinent to the evaluation of the General Education Program.

D. Graduation Appeals Committee (GA)

1. A member of the University Registrar's staff shall serve as the non-voting Chairperson of the Graduation Appeals Committee.
2. In addition to the Chairperson, the Committee shall include three members of the faculty appointed annually by the Committee Chairperson and approved by the Curriculum Council. Committee members may succeed themselves, but may not serve for more than three consecutive terms.
3. For liaison purposes, a member of the Curriculum Council shall be appointed by the Chair of the Curriculum Council to serve as a non-voting member of the Graduation Appeals Committee. This appointment is for three years; reappointment is permitted.
4. The Graduation Appeals Committee shall hear appeals from undergraduate students who seek exceptions to the University general graduation requirements in order to graduate, and shall render decisions in such cases.

5. The Graduation Appeals Committee shall report to the Curriculum Council annually, via the Curriculum Council liaison.

E. Director of Assessment

1. The Director of Assessment shall be selected and approved by the Provost, only from among those names submitted by a Search Advisory Committee. The Search Advisory Committee shall consist of five faculty members, including the Committee Chairperson, appointed by the Curriculum Council in consultation with the Provost. The Search Advisory Committee shall submit the names of at least two acceptable applicants to the Provost, or meet with the Provost if it determines that fewer than two applicants are acceptable to the Committee. The term of office of the Director of Assessment shall be three years and the Director may serve no more than three successive terms. The Director is eligible for reappointment by the Provost pending recommendation from the Curriculum Council.
2. The Director shall serve as an ad hoc member of the Curriculum Council and shall be a voting member of the Council.
3. The Director is responsible for reviewing undergraduate, graduate, and professional programs, including their courses. The Director is responsible for making recommendations to the Curriculum Council on the basis of such reviews. The Director is also responsible for assisting the Committee on Assessment in implementing the Assessment Plan.
4. Regarding the program review process, the duties of the Director shall be:
 - a. Direct program review for the purpose of assessing program quality and identifying areas that need improvement.
 - b. Prepare the necessary instruments for obtaining data from the program director, the faculty, current students, and recent graduates.
 - c. Set the timetable and deadlines for completion of reviews.
 - d. Select members for review committees.
 - e. Conduct orientation meetings for program review committees.
 - f. Meet with program director and faculty of departments being reviewed to discuss review process and outline steps for completing a self-study.
 - g. Work closely with program directors to ensure maximum departmental involvement in the review process.
 - h. Screen and hire applicants for graduate assistants and/or student workers.
 - i. Supervise activities of graduate assistants and/or student workers.

- j. Serve as a liaison between reviewers and programs under review.
- k. Set up schedule for interviews of faculty and students in cooperation with the program director.
- l. Reproduce and distribute completed departmental self-studies to review committees.
- m. Direct the completion of program review reports from the review committees.
- n. Present completed reports to the Curriculum Council for approval.
- o. Submit reports to the Provost for review and action, as necessary.
- p. Serve as liaison to the Office of the Provost.
- q. Work in consultation with the Curriculum Council, the Committee on Assessment, the General Education Committee, and the Director of General Education to coordinate the assessment of the General Education Program.

5. The Director is responsible for assisting the Committee on Assessment in implementing the SIUE Assessment Plan. The duties of the Director shall be to serve as ex-officio member of the Committee on Assessment, and to assist the Committee on Assessment in its charge.

F. Committee on Assessment

1. The functions of the Committee on Assessment include:

- a. Implementing the University Assessment Plan.
- b. Making further policy recommendations that may arise in the implementation process to the Curriculum Council.
- c. Maintaining the Assessment and Senior Assignment Programs.
- d. Approving undergraduate program assessment plans.
- e. Assessing, providing feedback and approving changes to undergraduate program assessment plans and/or related courses.
- f. Making recommendations to the Curriculum Council as warranted by the findings of assessment activities.
- g. Consulting with the Director of General Education, Director of Assessment, and the Office of the Provost regarding general education assessment.

2. Membership

a. Members of the Committee on Assessment shall be appointed by the Faculty Senate in consultation with the Provost.

b. The Committee on Assessment shall be constituted of eight faculty members, one of whom will be a liaison from the Curriculum Council; two undergraduate students, and one representative from each of the following: the Office of Institutional Research, the Director of Assessment, the Associate Provost for Academic Planning, Assessment, and Accreditation, Learning Support Services, Library and Information Services, Antiracism, Diversity Equity and Inclusion, and the Academic Deans.

c. Faculty appointments to the Committee shall normally be for three-year terms; reappointment is permitted for a maximum of three successive terms. All members of the Committee are voting members.

d. The Chairperson(s) of the Committee shall be appointed faculty member(s) from among the Committee membership, by the Faculty Senate President in consultation with the Provost. The term of office as Chairperson shall be one year; reappointment of the same individual to additional terms is permitted indefinitely.

G. Director of General Education

1. The Director of General Education shall be selected and approved by the Provost, only from among those names submitted by a Search Advisory Committee. The Search Advisory Committee shall consist of five faculty members, including the Committee Chairperson, appointed by the Curriculum Council in consultation with the Provost. The Search Advisory Committee shall submit the names of at least two acceptable applicants to the Provost, or meet with the Provost if it determines that fewer than two applicants are acceptable to the Committee. The term of office of the Director of General Education shall be three years and the Director may serve no more than three successive terms. The Director is eligible for reappointment by the Provost pending recommendation from the Curriculum Council.

2. The Director shall serve as a voting member of the Curriculum Council and the General Education Committee.

3. The Director has administrative responsibility for the effective functioning of the General Education program, including the First Semester Transition Course and IS courses, to ensure high quality offerings and achievement of purpose.

4. The Director shall communicate to departments the need for additional courses deemed necessary to the General Education curriculum.

5. The Director shall assist and advise the General Education Committee in their work.

6. The Director will work, in consultation with the Curriculum Council, the Committee on Assessment, the General Education Committee, and the Director of Assessment, to coordinate the assessment of the General Education program

VI. Ad Hoc Committees

The Chair of the Council may from time to time create ad hoc committees with the approval of the Council. The nature of the Committees, their duties, estimated life, and the voting status of the Chairpersons of these committees shall all be subject to approval by the Council.

VII. Amendment Recommendations

Recommended amendments to the Operating Papers may be made by two-thirds of Council members present and are subject to approval by the Faculty Senate. Previous notice of the proposed amendment(s) must have been circulated to members one week prior to the meeting at which it is considered.

Approved by the Faculty Senate May 2, 2019

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Approved by the Interim Chancellor November 20, 2015

Approved by Faculty Senate October 1, 2015 (CC#01-15/16)

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Approved by the Chancellor December 16, 2013

Approved by Faculty Senate November 7, 2013 (CC#20-13/14)

Approved by the Chancellor January 24, 2013

Approved by Faculty Senate December 6, 2012 (CC#11-12/13)

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Approved by Curriculum Council 01/20/11

Approved by Faculty Senate 03/03/11

Approved by the Chancellor 05/20/11

Implementation and Administrative Responsibility Policy - 1Q8

A. Implementation Policy

Undergraduate Programs

The implementation of changes in policies, standards, procedures and regulations related to admissions, testing, graduation requirements, academic standards and performance, grading and examinations shall take effect once per year, at the beginning of regularly scheduled classes in the fall semester.

The implementation of changes to courses and programs, including additions, modifications and deletions shall also take effect once per year at the beginning of regularly scheduled classes in the fall semester.

In order for the implementation of changes in policies and procedures relating to admissions, testing, graduation requirements, academic standards and performance, grading and examinations to take effect coinciding with the beginning of fall semester, the constituency units and appropriate administrative officer must approve policies by June 1 of the previous year, i.e., approximately 15 months prior to the implementation date.

For the implementation of changes in courses and programs taking effect at the beginning of a fall semester, the changes must be fully approved by January 3, i.e., approximately eight months prior to the effective date.

Each recommendation of the Curriculum Council shall include a statement of whether the recommendation should be subject to this policy.

Graduate Programs and Professional Programs

Changes to graduate and professional programs include but are not limited to changes in policies, standards, procedures and regulations related to admissions, testing, graduation requirements, academic standards and performance, grading, examinations, as well as the addition, modification, and deletion of courses and programs.

Changes that create stricter requirements must take effect at the beginning of the fall semester and must be fully approved by January 3 of the calendar year in which the effect will take place.

Changes that are designed to expand opportunities, improve retention, or increase completion can take effect the semester following full approval.

The Graduate Council shall include a statement when the recommendation should be an exception to this policy.

Exceptions

In extreme cases, exceptions to this policy for undergraduate matters may be granted with approval of the Curriculum Council of the Faculty Senate, the Faculty Senate and the

appropriate administrative officer. For Graduate School matters, exceptions may be granted with approval of the Graduate Council, the Faculty Senate and the appropriate administrative officer. The Chancellor also may grant exceptions to this policy.

B. Administrative Responsibility Policy

All new University policies and addenda to existing University policies must specify the officer, position or unit responsible for implementation, regulation and information dissemination regarding the policy.

For policies affecting academic programs and procedures, any new policies, or modifications to existing policies must provide an effective date defining which students are affected. (e.g., all students as of a certain date, only those students who matriculate after a certain date, or only those students who apply for a major as of a certain date.) Any dates, that are specified in new University policies or modifications to existing policies, must coincide with Section A.

Approved by Chancellor effective 6/30/21

This policy was issued on July 1, 2021, replacing the June 16, 2015 version.

Document Reference: 1Q8

Origin: CC 31-93/94; CC 32-93/94; GR 14/15-12

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For the implementation of changes in courses and programs taking effect at the beginning of a fall semester, the changes should be fully approved by March 15, i.e., approximately five months prior to the effective date. For proposals that will be considered between January and March, departments should coordinate closely with the Registrar's Office, Advising, and Academic Affairs.

Each recommendation of the Curriculum Council shall include a statement of whether the recommendation should be subject to this policy.

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The Graduate Council shall include a statement when the recommendation should be an exception to this policy.

Exceptions

In extreme cases, exceptions to this policy for undergraduate matters may be granted with approval of the Curriculum Council of the Faculty Senate, the Faculty Senate and the appropriate administrative officer. For Graduate School matters, exceptions may be granted with approval of the Graduate Council, the Faculty Senate and the appropriate administrative officer. The Chancellor also may grant exceptions to this policy.

B. Administrative Responsibility Policy

All new University policies and addenda to existing University policies must specify the officer, position or unit responsible for implementation, regulation and information dissemination regarding the policy.

For policies affecting academic programs and procedures, any new policies, or modifications to existing policies must provide an effective date defining which students are affected. (e.g., all students as of a certain date, only those students who matriculate after a certain date, or only those students who apply for a major as of a certain date.) Any dates, that are specified in new University policies or modifications to existing policies, must coincide with Section A.

Approved by Chancellor effective 6/30/21

This policy was issued on July 1, 2021, replacing the June 16, 2015 version.

Document Reference: 1Q8

Origin: CC 31-93/94; CC 32-93/94; GR 14/15-12

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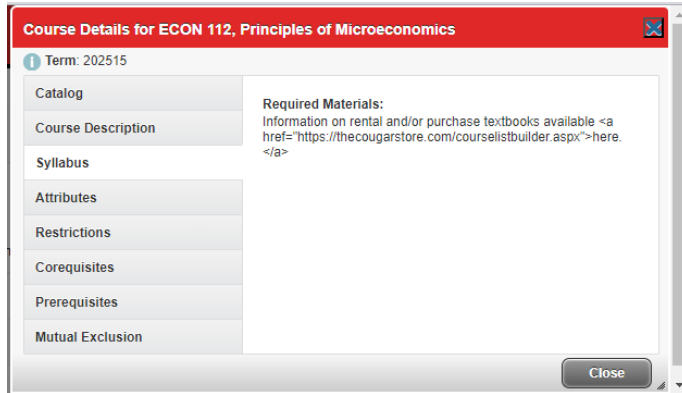
STUDENT SENATE RESOLUTION 2024-1005

TITLE: On the Creation of a Syllabus Bank

AUTHOR(S): President Barrett Larkin

SPONSOR(S): Senator Zach Entwistle

- Whereas:** Student Government exists to serve students who as such take classes and learn material
- Whereas:** The first interaction a student has with each class is registration for that class.
- Whereas:** Though class registration is extremely important to a student's effectiveness in learning in the following semester, information imperative to making registration decisions is, in general, inaccessible to SIUE students.
- Whereas:** Each offered class requires its professor to prepare a syllabus that would contain information on the material covered in a class, the schedule of assignments and tests through the course, and the breakdown of points that determine the course grade, along with myriad other useful points of information about the course.
- Whereas:** Such information is exactly the type a student would use in registration to make up for the asymmetry of information existing to students and professors around the course. The material description being ideal to gauge if a student is in fact interested in such a course, the schedule being specific enough for planning the next academic semester, and the breakdown of points allowing to gauge the difficulty of a course.
- Whereas:** Making syllabi available to students empowers them to compare the courses for which they are registering against each other and striking a balance between challenge, sustainability, and interest.
- Whereas:** Such proactive planning would likely lead to more excitement and less surprise for a course, preventing the disappointment or overwhelm that could lead to students dropping a course.
- Whereas:** An available syllabus in a given class will allow the professor teaching that class to be judged on her syllabus writing merits rather than purely



[2] Syllabus bank would improve students' academic life. 2020. Daily Trojan.
<https://dailytrojan.com/2020/02/23/syllabus-bank-would-improve-students-academic-life/>

[3] Graham, Jacob. 2019 Presidents Report.

IBHE-FAC report for the SIUE Faculty Senate meeting on 5 December 2024

The IBHE-FAC met on 15 November 2024 at Rosalind Franklin University of Medicine and Science in North Chicago, with a limited Zoom option.

Dr. Nancy Parsley, Provost; Rosalind Franklin University of Medicine and Science, greeted the FAC and talked about RFU's vision and values. Dr. James Carlson VP of Interprofessional Education and Simulation & Associate Provost for Innovation, gave an overview of the structure of RFU (six schools/colleges, 30+ programs) but then focused in on the competencies important to all the medical professions, such as managing health team well-being to reduce burnout. All programs connect with RFU's Institutions for Interprofessional Education. He talked about data challenges in health care, including the use of remote health kits for use in telemedicine. RFU makes extensive use of simulation – which is a technique to provide interactive experiences that evoke real experiences. The FAC then toured and received demonstrations of some of RFU's simulation settings, with explanations of how those are integrated with other techniques and tools to provide individualized experiential instruction in course settings.

Shawn Schumacher, FAC Chair, discussed comments he made at the recent IBHE meeting. Dan Hrozencik, FAC Vice-chair, reviewed next year's schedule of hosting and reviewed upcoming meetings about higher education funding work.

Jill Gebke, Assistant Director Academic Affairs for IBHE, reported that the IBHE General Counsel is now also their COO. Nursing grant recipients have been selected; they are now [soliciting applications for re-enrollment of adults](#). Tenth day enrollment reporting from public is done ([report](#); [press release](#)). Highest enrollment in eight years.

During new business, the FAC discussed the [CARLI \(Consortium of Academic and Research Libraries in Illinois\) Statement on the Importance of Librarians in Academic Libraries](#). IBHE has made it clear to Shawn that the FAC should not endorse the CARLI statement as a group; some FAC members shared what groups that they are aware of (such as their institutions, senates, or unions) are doing with regard to librarian issues. The statutory role of the IBHE advisory groups and the purpose of the FAC according to IBHE and IBHE-FAC documents were discussed. The FAC might consider an advisory statement to the IBHE about the overall issue of library support as it affects programs.

Pranav Kothari, IBHE Chair, met with the FAC. He talked about some of the institutions he'd visited that week and some staffing issues at IBHE, where they are trying to re-arrange some responsibilities to free up the Executive Director (Ginger Ostro) so that she can focus more on big-picture issues. Although the FAC has requested a state task force on Prior Learning Assessments, he feels that right now there is not capacity for that in light of the current work related to higher education funding (and other items), although perhaps with additional support (e.g. from a philanthropic organization) something could move forward. He reviewed current programmatic focuses: bringing adults with some college but no degree back into re-enrollment; closing small financial gaps for students; common transfer app development; trustee training for new higher education board members; conversations about the role of higher education with regards to the workforce. One of the issues from discussion was needing to have a defined place for reports from advisory groups to land and a defined timeline for response from the IBHE.

Some other topics discussed were: how to report concerns related to dual credit or academic freedom; the tension between what employers say they want but then what they hire (liberal breadth versus content); the unfilled faculty seat on the IBHE; faculty and students are not always aware of what they are teaching alongside the ostensible content of a course, such as critical thinking or persuasive writing; early college and other career tracks.

The Public Caucus discussion focused on the [Illinois Information Technology Accessibility Act \(ITAA\)](#), updates to which were effective June 24, 2024. This topic had been brought up in an email thread prior to the meeting. Some schools are already underway doing a lot of work to make sure that all university and teaching materials are compliant, but there are still a lot of concerns. [Note: my current understanding about SIUE, based on a short internal email exchange, is that there is a system committee auditing our current digital accessibility in preparation for addressing the regulations.] The Two-year Caucus talked about the common course numbering legislation and associated problems; the Private & Proprietary Caucus talked about a range of issues including libraries and prior learning assessment.

The Equity Working Group is emailing diversity officers at Illinois institutions as part of building the teaching toolbox. The PLA working group is also working on a survey to distribute. Other working groups are working on shaping the year's projects.

After the meeting was an optional tour of the RFU Gross Anatomy lab.

The next IBHE-FAC meeting will be December 20th via Zoom.

With regards, Susan D. Wiediger, representative for SIUE to the IBHE-FAC. For more information about any of these items, please contact me via email at swiedig@siue.edu. SIUE's alternate representative is Shelly Goebel-Parker, egoeb1p@siue.edu.

UPBC Report to the Faculty Senate

Dec. 5th, 2024

UPBC held their last meeting of the year on Thursday, November 21st. We heard a report from the Director of Institutional Research on student employment and retention, as well as received an update on the work of the Budget Reporting Taskforce from Ann DeTroye. I have been meeting with the Chancellor to develop a road map for the spring and future semesters so that we can return to a pattern of receiving and reviewing relevant information to planning and budget. Meeting dates for Spring have been set- 2/20, 3/20, and 4/24.

Curriculum council report 12/5/24

At the November meeting we:

- Approved moving our council meeting time to 2pm for the spring semester.
- Approved and made additional changes to policy 1C1 dealing with scheduling of courses. The policy will be sent to ERP/Grad Council to coordinate with them before moving to the full Senate.
- Approved changes to policy 1Q8 regarding deadlines dealing with implementation of course and program changes. This will be brought for a first read at the Dec. Senate meeting.
- Approved changes to the council operating papers removing the Academic Standards and Policies and Student Success Committee and listing the duties previously assigned to this subcommittee under those stated for the council as a whole. This and other edits to our operating papers are being presented at the Dec. Senate meeting for a first read.

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FACULTY DEVELOPMENT COUNCIL Report to Faculty Senate 12.05.2024

Prepared by Christine Simmons, Chair FDC

- I. Continuous Improvement Conference - 2025**
 - a. Save the date – CIC 2025 will be on Friday, February 14th, 2025
 - b. Title: *AI: Policy, Potential, & Pedagogy*
 - c. Speaker: Dr. Jennifer Friberg, Illinois State University

- II. Formation of an *ad hoc* committee of faculty to investigate the academic uses of AI at SIUE**
 - a. Joint committee with Student Government to form the University working group
 - b. Student Government has elected their representatives
 - c. First meeting between group heads will occur next week

- III. Faculty Development Interest Survey**
 - a. FDC has finished writing a survey to gauge faculty interest in topics for MWM, workshops, learning communities etc, in conjunction with the Center for Faculty Development and Innovation

- IV. Other Awards and Respective Due Dates**
 - a. Excellence in Undergraduate Education (EUE) awards for 2025 are in discussion with the Office of the Provost –indication that the EUE will proceed similar to last year (theme and funding budget)
 - i. Announcement will go out before the end of the calendar year

Governance Council Report
for
December 5, 2024

Completed changes to surveys regarding the Chancellor and the Provost.

Forwarded surveys to the President, Chancellor, and Provost for comments.

Approved a draft of Operating Papers for review by FSEC due to change from Rules & Procedures Council to Governance Council.

-- Tim Kalinowski, Chair

Welfare Council Report, December 2024

Welfare Council met on Thursday, November 24, 2024.

Council priorities for the 2024-2025 academic year were discussed

The Council reviewed its committees and began process of identifying how to best distribute committee responsibilities

Plans made to reform the Faculty Grievance Committee after a year of dormancy.

The Council will work towards salary equity survey for non-represented faculty to be consistent with the salary equity survey that is planned with for this year for faculty who are represented by the Faculty Association.

President's Report to Faculty Senate

December 5, 2024

University Quality Council

1. November 7, 2024
 - HLC Updates – announcement to be sent before the end of the fall semester; website will contain all relevant information; future meetings will be set regarding each criterion.
 - Annual Review of Complaints
 - Will be used to find roadmap for improvement.
 - UQC may look at suggestions on how to address issues/complaints raised.

Meeting with Provost Cobb

1. November 18, 2024
 - Talked about a possible fall break.
 - Discussed Student Government Resolution on Syllabi Bank.
 - Discussed proposed changes to Policy 1Q8.

Other Faculty Senate Related Activities

1. Met with SIUE Assistant Registrar Maureen Bell-Werner on how proposed changes to Policy 1Q8 may affect current practice and its implementation.
2. Discussion with President-elect Wai Cheah on how Faculty Senate will address the Student Government Resolution on Syllabi Bank.
3. Met with a group of SIU faculty and staff on a proposed system-wide faculty professional development survey.