

Faculty Senate Executive Committee
February 5, 1996

At its meeting on January 22, 1996, the Faculty Senate Executive Committee agreed to recommend that the Faculty Senate award Observer status to a representative of the Alumni Association.

Currently, two units have been awarded Senate Observer status: Staff Advisory Council and Appointed Personnel Council. These units select one member to represent them at Faculty Senate meetings. While they have no vote, they are permitted to address issues. A nameplate is provided by the Senate.

INSTRUCTION AND CURRICULUM POLICY COMMITTEE
Faculty Center
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Procedure for Informing Arizona

Community Colleges of Significant Changes

in UA Undergraduate Lower-Division Courses and Requirements

The Instruction and Curriculum Policy submits for approval, as a seconded motion, the above-described Procedure to the Faculty Senate.

The Procedure was approved by the Undergraduate Council on December 12, 1995.

Procedure for Informing Arizona Community Colleges of Significant Changes in UA Undergraduate Lower-division Courses and Requirements

In order for Arizona universities and community colleges to coordinate academic programs effectively, articulation of curriculum is essential. Presently, a statewide course articulation procedure exists to evaluate new community college courses (or major revisions in community college courses) with respect to their transfer applicability to UA degree requirements. There is, however, no "early warning system" to alert community colleges to anticipated changes in courses or requirements at the UA which might have significant impact on their effort to provide equivalent courses to prepare students to complete their degrees at the University of Arizona. To assist community colleges in their curricular planning, the following procedure is proposed.

Objectives

1. At an early stage in the UA curriculum approval process, to inform Arizona community colleges of significant changes in undergraduate courses or degree requirements which might impact the curricular planning of Arizona community colleges.
2. To provide Arizona community colleges the opportunity to comment on anticipated changes in UA undergraduate lower-division courses or requirements at a point in the UA curriculum approval process which would allow their comments to be considered in that process.

Definition of courses or requirements which are subject to this community college information/review process

1. Permanent undergraduate lower-division courses--i.e. course numbers with 100 to 299--which currently meet or are propose to meet a degree requirement or for which at least one Arizona community college has a course equivalency.
2. Undergraduate lower-division requirements for which at least one Arizona community college has a course fulfilling the requirement or offers courses in a subject area which have the potential to fulfill the requirement.

The Process

1. Departmental Responsibility

*For courses--*At the point at which the department head first receives a completed Recommendation to Establish a New Course form, Recommendation for Course Deletion form or the Catalog Recommendation form (preferably prior to departmental curriculum committee review), he or she shall (1) determine if the request relates to a course subject to the community college information/review process and (2) send courses which are subject to the process to the articulation specialist in the University Curriculum Office.

*For requirements--*At the point at which the department head first receives the completed Catalog Recommendation form or other document proposing the requirement change (preferably prior to departmental curriculum committee review), he or she shall (1) determine

if the request relates to a requirement which is subject to the community college information/review process and (2) send proposed requirements which are subject to the process to the articulation specialist in the Curriculum Office.

2. Curriculum Office Responsibility

Upon receipt from the department head of a course or requirement change subject to the community college information/review process, the articulation specialist shall immediately send the proposed change to each Arizona community college with a cover memo containing the following points: (1) the UA would like the community colleges to be aware of the possible change described in the accompanying document; (2) the UA invites comment from the community colleges related to the proposed change; (3) comments should be sent to the indicated department head with copy to the articulation specialist; (4) comments must be received within three weeks of the time of notification; (5) comments will be considered as part of the approval process, but approval authority remains with the UA faculty. The department head shall be copied with the cover memo.

3. Final approval by the department may not occur prior to the three-week information/review period for community colleges.

4. Compliance with the procedure will be monitored by the University Curriculum Office and the Curriculum Office will inform the community colleges regarding the final disposition of the proposed change.