School of Social Sciences, Humanities and Arts
Curriculum Committee
Policies and Procedures

The School of Social Sciences, Humanities and Arts Curriculum Committee (SSHA CC) serves as the faculty Senate body that exercises curricular authority specified in the SSHA Bylaws on matters related to undergraduate curriculum within the School of Social Sciences, Humanities and Arts (SSHA). The SSHA CC also advises the School Dean on matters related to curriculum and associated policies and procedures.

I. Duties

The SSHA CC duties as specified in the SSHA Bylaws are as follows:

1. The Committee shall review and approve or disapprove requests for new courses or changes in existing courses that have been approved by a majority of faculty in the relevant Academic Unit. The Committee shall transmit to the Dean those approved for submission to the Merced Division's Undergraduate Council (UGC). The Committee may, by majority vote, abdicate its delegated authority to approve one or more specific courses to the Faculty.
2. The Committee shall be charged with the examination of existing and proposed SSHA curricula (e.g., majors, minors, honors programs). The results of such study and proposals from the Academic Units or other faculty groups within SSHA regarding changes in curricula, as well as any other proposed changes in School requirements for undergraduate degrees, shall be submitted with recommendations to the SSHA Faculty for final action.
3. Each Spring, the Committee shall review and confirm internal curricular deadlines for the upcoming Academic Year, based on UGC dates and deadlines.
4. The Committee shall advise the Dean on matters pertaining to relations with community colleges.

II. Membership

1. Members of the SSHA CC are selected following procedures specified in the SSHA Bylaws
2. Members serve one-year, renewable terms beginning on the first day of instruction of the Fall semester. Terms end one year from the start of term, on the day before the first day of Fall semester. Note that the term for Curriculum Committee is a *minimum* of one year, with two years recommended for continuity. There is no limit to the number of terms an individual may serve.
3. The chair and vice-chair of the SSHA CC are elected by the committee members.

III. Approval of Courses

The SSHA CC is responsible for approval of new courses and modification, withdrawal, conduct, credit valuation, and classification of existing courses within SSHA. Approvals at the school level are subject to final approval by UGC. Current guidelines from UGC should be followed. The procedure for course approval for a new course, or for modification of an existing course, is as follows:

1. All new courses or modifications to existing courses must be submitted electronically using the approved course proposal, revision, and discontinuance forms (ucmerced.curriculog.com).
2. The senate faculty is responsible for the content of the course proposal. The instructor should consult with his or her degree program faculty and with instructors of other courses that may be affected by any proposed changes to existing courses in developing or changing a course proposal. Senate faculty should insure that new courses do not overlap substantially in content with existing courses. Senate faculty should consult with the Dean's office prior to Course Proposal submission regarding resource needs associated with the course. The relevant Academic chair is responsible for insuring that new courses and modifications to existing courses are approved by faculty supporting the major using voting (or consent) procedures appropriate to or specified in approved Academic unit voting procedures, and that the content of the Course Proposal is consistent with that of approved courses.
3. Faculty must complete all sections of the course proposal form. New and revised courses must include a course description prepared according to current UGC guidelines, and which must contain Course Learning Outcomes connected to the current Program Learning Outcomes of the relevant programs. Modifications to existing courses must specify all of the proposed changes to the course and provide an explanation of proposed changes. Resource needs anticipated for the course should be specified. The completed Course Proposal is submitted electronically by faculty.

4. The SSHA CC is responsible for reviewing and approving the Course Proposal. The SSHA CC may consult with the instructor or other faculty to address any questions regarding the Course Proposal that may arise. The Course Proposal may be sent back to the instructor for modification prior to being submitted for a vote.
5. The SSHA CC votes on the Course Proposal, which is approved by a simple majority. Voting may occur electronically with the consent of all SSHA CC committee members.
6. After approval by SSHA CC, the Course Proposal is transmitted to the Dean's office for review and approval regarding resources.
7. Approved courses are transmitted by the Dean's office to the Registrar's office. Any comments by SSHA CC or the Dean's office are transmitted electronically with the Course Proposal via Curriculog. The Registrar's office reviews the Course Proposal and transmits it to UGC for final approval. After a Course Proposal is approved, SSHA is notified by UGC and the Registrar.

IV. Approval of New Degree Programs and Revisions to Existing Programs

The SSHA CC is responsible for review of new degree programs (major and minor degrees) and for reviewing modifications, consolidation, or termination of existing degree programs within SSHA. The SSHA CC makes recommendations to the SSHA Faculty for full Faculty vote and then to the SSHA Executive Committee for review. Approvals at the school level are subject to final approval by UGC.

1. All proposals for new degree programs or substantive changes to existing programs should follow the current guidelines specified by UGC, Administration and WASC policies and procedures. Faculty are responsible for developing proposals, in consultation with the Dean. As WASC approval is required for substantive changes, consultation with the campus WASC Substantive Change Coordinator is also recommended.
2. Examples of substantive changes include, but are not limited to:
    a. Creation of a new major degree program or a new minor degree program.
    b. Consolidation of one or more major or minor degree programs.
    c. Termination of a major or minor degree program.
    d. New modalities of degree delivery.
    e. Use of new off-campus sites for delivery of a degree program.
    f. Change in duration of a degree program.
    g. Changes to course requirements within an existing degree program.
    h. Addition or deletion of a new emphasis track to an existing major, or modifications to existing emphasis tracks.
    i. Descriptive catalog changes for existing degree programs.
3. All changes to degree programs require a SSHA-wide faculty discussion and vote.
4. A memo from the SSHA faculty reporting the vote of the faculty and any faculty discussion pertinent to the proposal should be included with the proposal to UGC. The Dean submits the proposal to the Academic Senate with his/her endorsement.

V. Changes to School-wide Requirements

The SSHA CC is responsible for review of, or changes to, requirements associated with all undergraduate degree programs (majors and minors) in SSHA. The SSHA CC shall forward the results of its review, and its recommendations, to the SSHA Faculty for vote. Approvals at the school level are subject to final approval by UGC.

Examples of changes include, but are not limited to:
1. Any *significant* changes to the SSHA-wide degree requirements (e.g., adding or deleting a specific course requirement.)
2. Changes in unit requirements for graduation.
3. Changes in grade-point average minimums or restrictions for graduation.
4. Minor changes to SSHA-wide degree requirements (e.g., extending the range of acceptable courses that fulfill a requirement.)
5. Descriptive catalog changes associated with SSHA requirements.

VI. Voting Procedures

1. Voting during CC meetings is held by show of hands. However, voting may be held by written or secure electronic ballot upon request by any SSHA CC member. In lieu of a committee meeting, voting may occur by electronic ballot unless one member of the SSHA CC objects.
2. Proposed actions, including appropriate background material, must be distributed to all voting members.
3. In cases of electronic ballot, voting members have at least three days of instruction in which to cast their vote.
4. Approval requires a majority of votes cast, not counting abstentions.
5. SSHA CC will report the outcome of voting to all voting members and to the SSHA Faculty.
6. Committee members who are absent from a meeting must be given the opportunity to submit their vote electronically no later than three days of instruction after the meeting ends.

VII. Conflict of Interest

When controversial proposals are brought before the SSHA CC, committee members with direct interest in the matter may have a conflict of interest. Such interests may include, but are not limited to, size of course enrollment, number of majors, jurisdiction over course topics, or teaching assistant resources. The usual considerations in conflict of interest apply. For example, such conflicts can arise when a SSHA CC member considers a proposal involving a spouse or relative, or when a proposal might lead to a financial benefit to the CC member. Other conflicts can be specific to curricular matters:

- When SSHA CC members make a curricular proposal, either directly or indirectly through their Academic unit, that give advantage to their own curricular groups and also create disadvantage to other curricular groups.
- When a SSHA CC member makes a proposal for a new course or a modification to an existing course, and question is raised by committee members or other SSHA faculty about duplication of coursework with existing courses.
- When a SSHA CC member opposes a proposal that might adversely or positively affect the interests of that member's curricular group.

Mere opposition to or support for a proposal is not a conflict of interest. Nor is a conflict of interest present merely because a proposal is related to a member's discipline or major. Rather, plausible evidence of a conflict of interest must exist, such as a memo from a faculty member or group claiming harm from proposal that might otherwise benefit a SSHA CC member, or a verbal report of such a claim that was conveyed informally to a committee member, where the claim is plausibly justified.

In cases of potential conflict of interest, the SSHA CC member with the conflict may elect to recuse himself or herself from part of the discussion. For example, the member may participate in the initial discussion, leave the committee meeting to allow further discussion, and rejoin discussion to answer further questions about the matter. Alternatively, the SSHA CC may hold a vote on whether a member has a conflict of interest. Such votes must always be held by secret ballot, and their outcomes are determined by majority vote of members voting (not counting abstentions). When a vote determines a member has a conflict of interest, that member is recused from discussion of the matter, subject to recall by the SSHA CC to answer further questions. In cases where a claim of a potential conflict of interest cannot immediately be resolved, the pertinent proposal is tabled until the conflict of interest is determined.

Committee members with conflict of interest, whether self-identified or by committee vote, will nonetheless retain all SSHA CC voting rights. Under such circumstances, voting must be held by secret ballot, either written ballot at the committee meeting, or electronic ballot subsequently.