

College of Education and Human Development
College Academic Policy and Curricula Committee (CAPCC)
By-Laws

Adopted and Approved December 14, 2018, Amended February 8, 2019

College Academic Policy and Curricula Committee (CAPCC)

a. Purpose Statement

The primary purpose of CAPCC is to advise the Dean and Associate Deans on issues related to graduate and undergraduate academic policies, programs and curricula of the college. A key purpose of CAPCC is to examine these areas from a college level perspective in order to understand how departmental academic policies, programs, and curricula align, conflict, and/or overlap. CAPCC makes relevant recommendations to the Dean and Associate Deans on the basis of this work.

b. Membership

The CAPCC shall include:

- One elected tenure/tenure track faculty from each department in the College of Education and Human Development (COEHD).
- Faculty serving on CAPCC also serve on their Department Academic Policy and Curriculum Committee (DAPCC), and ideally serve as Chair of their DAPCC.
- The COEHD Dean and Associate Deans (ex-officio, non-voting).
- The chairperson is elected by the committee from among its members and has full voting privileges.
- Members are eligible to serve as chair after completing at least one year of service on CAPCC.

c. Committee Member Role and Responsibilities

- As department representatives, CAPCC members are responsible for initiating and maintaining an open line of communication among members of their department, their DAPCC and CAPCC. Specifically:
 - i. Representatives should have a full understanding of all department-level proposals being brought to CAPCC;
 - ii. Representatives should communicate regularly with relevant entities regarding the work of CAPCC (department chairs, relevant program area subcommittees);
 - iii. Representatives should communicate with department chairs and relevant program area subcommittees all relevant deadlines;
 - iv. Representatives will ensure appropriate forms are filled out, filled out appropriately, and the routing form initiated and completed.

d. Chair Role and Responsibilities

- The chair is responsible for setting up, organizing and managing all annual meetings. Specifically, the chair will:
 - i. Set the schedule at the beginning of the academic year and will communicate that to the Dean, Associate Deans, and all department chairs.
 - ii. Set the agenda.
 - iii. Assign/identify someone to take minutes (or take minutes if no one is available).

- iv. Manage all incoming proposals and communicate with relevant parties regarding the workflow.

e. *Membership Term of Service*

Members of the CAPCC shall serve at least one and no more than two consecutive two-year staggered terms. Ex-officio members serve according to their respective administrative appointments.

f. *Work Scope*

To study, review, and make recommendations regarding courses, curricula, program development across COEHD. Specifically, CAPCC will:

- Review proposals for new undergraduate or graduate courses and changes to existing courses (e.g., titles, descriptions, prerequisites, numbers, credits).
- Review proposals for new undergraduate and graduate programs and changes to existing programs.
- Review proposals of new certification programs and changes to existing certification programs.
- CAPCC pays careful attention to situations where program/curricula proposals have cross departmental impact (i.e., when programs eliminate outside area courses from their program, or add outside courses to their program). CAPCC will carefully weigh advantages and disadvantages regarding these actions for any and all departments involved and will offer feedback to the Dean and Associate Dean regarding how CAPCC voted.
- Respond to requests made by Dean or Associate Dean(s) to perform tasks relevant to college academic policy or curriculum review and analysis.
- Make ongoing recommendations to relevant administrative leaders regarding CAPCC's work in terms of scope and impact.

g. *Meeting Procedures*

- The CAPCC will meet once a month for the academic year. CAPCC will announce its meeting schedule no later than September 15 of each academic year. Meetings may be cancelled if there are no department requests or other action items.
- Agenda items, including course requests, submitted for the Committee's consideration must be received in the Office of the Associate Dean at least one week prior to the scheduled CAPCC meeting.
- If the faculty representative cannot attend a CAPCC meeting, the department is responsible for sending a substitute representative.
- All CAPCC meeting minutes will be posted on the COEHD website for review by the full faculty and archived in permanent record.

h. *Proposals*

CAPCC will review all department submission of degree and/or course-related changes that fall within each of the following three categories. Each of these categories involve a set of steps and forms.

A: Proposal of new degree or certificate or certification/licensure (undergraduate or graduate)

Undergraduate: Departments who want to submit new program proposals (certificates, BA, BS) should contact the Associate Dean of Undergraduate Education in COEHD for college-level instructions and steps. Information regarding university level procedures and forms for undergraduate programs can be found online: <https://graduateschool.utsa.edu/faculty-staff/developing-degree-proposals/>

Graduate: Departments who want to submit new program proposals (certificates, masters and doctoral) should contact the Associate Dean of Graduate Education in COEHD for college-level instructions and steps. Information regarding university procedures and forms can be found online for degree proposals: <https://graduateschool.utsa.edu/faculty-staff/developing-degree-proposals/>

And for graduate-level certificate proposals: <https://graduateschool.utsa.edu/faculty-staff/developing-a-certificate-program/>

Certification/Licensure: Departments who want to submit changes to certification or licensure programs should contact the Associate Dean of Professional Preparation, Assessment, and Accreditation along with the respective undergraduate or graduate dean in COEHD for college level instructions and steps. All proposed changes must be accompanied with a curriculum map demonstrating alignment with respective certification or licensure standards.

B. Catalog Changes

Every other year the graduate/undergraduate catalog undergoes revisions as organized by the University system. Appropriate forms are distributed by University Officials.

- Deadlines for all college-level approvals are to be completed as of January of the year under consideration.
- Undergraduate Catalog (2018-2020) is under revision during the 2018-2019 Year (changes due by January 2019).
- Graduate Catalog (2018-2019) will be under revision during 2019-2020 Year (changes due by January 2020).
- Suggested Set of Deadlines Catalog Changes
 - i. September – November, departments work on summarizing and detailing all changes submitting these to the regularly scheduled CAPCC November meeting.
 - ii. November – December, departments respond to any clarifying questions/issues and resubmits all materials to the regularly scheduled CAPCC January Meeting.

C. Other Changes (Academic policies, curriculum, coursework):

Departments may want to propose changes during an off-catalog cycle year to address pressing issues when they are identified or initiated by other entities. For example,

- Departments may need to make changes to comply with external pressures (accreditation agencies);

- Departments may want to make modifications to programs or courses to correct or redirect errors in the catalog once identified.
- Departments compile their documentation and submit forms and all relevant approvals to a CAPCC regularly scheduled meeting.
- Departments must re-submit approved changes during catalog change cycle to ensure changes are reflected in the current catalog.

i. *General Review Process (Consult Flow Chart, Appendix A)*

- Department faculty or DAPCC initiate new program proposal, catalog changes, or other types of changes to academic policies, curriculum, and/or coursework.
- All proposals are first vetted and approved by the Department Academic Policy and Curriculum Committee (DAPCC).
- DAPCC votes to support (or not) proposed changes, DAPCC chair signs and indicates the result of the DAPCC vote.
- Proposal moves from DAPCC to full department where department chair signs off in approval.
- The department chair forwards the proposal(s) to the relevant Associate Dean and chair of the CAPCC.
- Associate Deans and the CAPCC chair conduct a first run through of proposals looking for omissions or problems. Proposals are sent back for correction if necessary, otherwise, they are forwarded to the CAPCC for review.
- CAPCC reviews proposal and may approve or may seek further information from department.
 - i. If approved, the proposed changes/new program proposal are forwarded to Associate Dean/Dean for approval and forwarding.
 - ii. If not approved, CAPCC may seek further clarification or information from department, in which case the proposal gets kicked back and is revisited when requested information is made available.