



Curriculum and Academics Standards Committee

By Laws

Mission

The Curriculum and Academic Standards (CAS) Committee is a standing campus governance committee. This committee encourages and fosters curriculum development and faculty participation in the governance of the college curriculum and academic standards. As a standing committee in the campus shared-governance process, CAS seeks to remain responsive to emerging needs, to recognize and respect the contributions of all members of the college, and to support quality, openness, and vision in teaching and learning.

Article I – Purpose

Section A — Reporting and General Responsibilities

1. The Curriculum and Academic Standards (CAS) Committee makes recommendations to the Vice President of Instruction and/or the Instructional Council on matters pertaining to curriculum and academic standards.
2. CAS functions as a forum for the foundation and guardianship of academic standards at the college. It serves as a conduit between faculty and administration in establishing and maintaining these standards, provides leadership and resources for faculty as they develop curriculum and review programs, and evaluates the suitability of new and revised courses and programs with respect to the mission of the college.
3. CAS will do this by developing process standards, procedures, and timelines meant to aid consistency and efficiency.

Section B — Specific Responsibilities

1. Matters that must be brought to CAS for recommendation include the following:
 - i. All degree and/or certificate and/or course deletions, additions, and revisions, except for minor changes, such as name changes, and changes in course descriptions.
 - ii. General education outcomes and requirements for degree and certificate programs.
 - iii. Matters pertaining to academic standards, e.g. college grading policy, program admission requirements, academic probation policy, course withdrawal policy.
 - iv. Assessment, both for student placement and for student outcomes.
 - v. Any curriculum or academic standards related issue brought to the committee by the administration or the college faculty.
 - vi. Program reviews.
2. Approving new and revised courses is one of the core responsibilities of CAS.

Section C — Voting on Motions Brought Before CAS

1. Seven faculty members will constitute a quorum. A “full CAS committee meeting” in these by-laws will be understood to mean a meeting of the CAS committee with a quorum of its members.
2. Assuming a quorum is achieved, all curriculum and academic standards decisions will require a two thirds vote of those members present and eligible to vote for the approval of a motion.

Section D — Frequency of CAS Committee Meetings

1. The full CAS committee will meet on the second and fourth Tuesday of each month during each academic quarter except Summer. During Summer quarter, the full CAS committee will meet once, though the meeting frequency can be modified at the discretion of the CAS Chair.

Article II – Membership

Section A — Composition of Membership

1. As a body committed to fostering faculty participation in the governance of college curriculum and college academic standards, CAS membership will comprise representatives from the following campus units:

Non-Faculty Representatives:
Advising Center (1) Credentials (1) Institutional Research Coordinator (1) Student Representative (1) The Vice President for Instruction The Dean for Professional and Technical Programs
Pre-College and College Transfer Faculty:
Humanities (3) Math, Science and Social Sciences (4)
Professional and Technical Faculty:
Business, Engineering and Information Technologies (2) Health and Human Services (2)
Faculty associated with (all) Programs:
Counseling (1) Library (1)

2. One representative from each subcommittee of CAS will be a member of CAS (as per Appendix A, Section D, paragraph 3.) If the representative is not a current voting member of CAS they will be an exofficio member of CAS.
3. Representatives from the instructional divisions shall be full time faculty.
4. Ideally, CAS members from each division will represent as many programs/departments as possible within the division.

Section B — Selection of Members and Duration of Member Terms

1. Division representatives are selected by their respective divisions for two or three year terms. Each term can be extended annually to a maximum of 5 consecutive years.
2. An alternate representative is also selected by each division.
3. The student representative is selected by the Vice President for Instruction. Criteria for selection of a student representative include: written recommendation from two faculty, completion of a minimum of 15 credits with a 3.0 GPA or higher, current enrollment in ten (10) or more credits, and student must declare intention to continue enrollment for entire academic year.

4. The Advising Center representative and the Credentials representative are selected by the Vice President for Student Development and Services.
5. The terms of all representative positions are renewable upon approval of the respective units.

Section C — Election of CAS Chair and Duration of the Chair's Term

1. The CAS chair, who will be a faculty member who is a current member of CAS, will be elected by the committee members and will serve a two year term. This election should occur during the Winter quarter of the second year of the current CAS chairpersons term of service.
2. Upon the election of a new Chair, Spring and Summer quarters will be a transitional period. The new Chair will begin his/her term on September 1 of the year following his/her election.

Section D — Eligibility of Members to Vote on Actions Brought Before CAS

1. When a vote is required, all voting members of the committee will vote or abstain from voting on all matters brought to CAS as that member determines fit.
2. The recommendations made by subcommittees, as outlined in Appendix 1, Section A, will be given highest consideration when CAS considers a motion involving a matter that originally came before a subcommittee. Further, in the event that the subcommittee does not reach a majority recommendation of its members, CAS will actively solicit input on the matter from that subcommittee's individual members, in accordance with Appendix 1, Section A.

Article III — CAS Chair Office

Section A — CAS Chair Duties

1. The CAS Chair's duty is the coordination of all matters to be brought before CAS.
2. The CAS Chair is further charged with:
 - i. The regular scheduling and moderating of CAS committee meetings.
 - ii. Assisting faculty members and others who are developing courses and programs and other instructional materials for approval by CAS. This duty includes referring courses and programs to a subcommittee, if appropriate.
 - iii. Meeting with the Vice President for Instruction and other administration and staff as needed regarding instructional matters.
 - iv. Maintaining the CAS website, including the timely inclusion of policy and procedure changes, and minutes of past CAS meetings.
 - v. Assuring each division selects CAS members, in accordance with Article I, Section A.
 - vi. Coordinating with representatives of other groups on campus to achieve the goals of CAS.

Article IV — CAS Policies and Procedures

Section A — Responsiveness to Faculty Needs and Transparency of CAS Policies and Actions

1. CAS will solicit feedback from faculty as to whether the policies, procedures, and timelines developed continue to be useful to faculty; and will redesign these policies in response to emerging needs.
2. The CAS website will be maintained by the CAS Chair, and be the definitive resource for faculty seeking to learn about CAS policies and procedures and past actions by CAS.

Section B — Course and Program Approval Process

1. CAS shall have a published Approval Process to handle all new and revised Courses and Program proposals. The Approval Process will be available to the faculty of the campus or any other interested individual on the CAS website. This will include all relevant forms and the information necessary to complete the forms.
2. CAS shall make available the deadline dates for submitting the Course and Program proposals, highlighting the deadline dates for each quarter in the academic year.

Section C — CAS By Laws

1. CAS shall review the by laws every 3 years (starting in Academic Year 2004-2005). A review should include the following:
 - i. Written survey of opinion of faculty who use the process throughout the 3 year period.
 - ii. Discussion at two CAS meetings during the review year.
2. Any revisions that arise from this review should be made available by the end of the 3rd week in April of the review year.

Appendix 1 — CAS Subcommittee Guidelines

Section A — Purpose of Subcommittees

1. The Curriculum and Academic Standards committee (CAS) will form a subcommittee when a specific task is too large to handle with reasonable amount of time by CAS or where a specific task requires expertise not possessed by a sufficient number of CAS members.
2. After the subcommittee has come to a majority decision it will make a recommendation to CAS in a presentation or in writing. It is expected that the recommendation of the subcommittee would be made after all vested parties have had an opportunity to participate in a discussion with the subcommittee within a reasonable amount of time.
3. If the subcommittee cannot reach a majority decision, CAS will decide on the matter after hearing from the subcommittee.

Section B — Types of Subcommittees

1. The CAS subcommittee formed will be designated as either a “standing subcommittee” or an “ad hoc subcommittee”. The task of a standing subcommittee is ongoing, with no set termination date; the task of an ad hoc subcommittee requires a discrete amount of time, and has a set termination date.

Section C — Formation of Subcommittees

1. CAS reserves the right to create, modify, or disband subcommittees as necessary to best make timely and effective decisions.

Section D — Membership of a Subcommittee

1. Members of subcommittees should be individuals with expertise in the task(s) addressed by the subcommittee.
2. A subcommittee should include at least 4 full-time faculty members approved by CAS. The CAS Chair will advertise to the full-time faculty at large when a subcommittee needs new members. The Chair of the subcommittee will be approved by CAS. Members of a standing subcommittee will serve a term of 1 year, renewable indefinitely. Members of an ad hoc subcommittee will be expected to serve for the duration of the subcommittee. Non full-time faculty members may work on the standing subcommittee as non-voting members.
3. At least one voting member of the standing subcommittee will be a member, voting or ex-officio, of CAS and will present a report to CAS at regular intervals.
4. The members of a CAS subcommittee have the right to leave the subcommittee at any time. If any voting member cannot complete their term, it is the responsibility of CAS to find a suitable replacement in a timely manner. The CAS Chair should be notified of this situation by the representative of CAS who is also serving on the subcommittee.
5. Membership of CAS subcommittees will be approved by CAS each year. By the end of the Spring quarter of each academic year CAS should approve, as an agenda item, subcommittee membership for the upcoming academic year.

Section E — Special Designation Subcommittee Guidelines

1. The application process for special designations should be transparent, consistent, objective, and equal and open to all faculty members in any field.
2. The special designation subcommittee will establish clear, objective guidelines for the application process. Each special designation subcommittee will provide CAS with the latest copy of the application form(s), and the application guidelines or principles by which the subcommittee evaluates applications. These will be made available to the college community on the CAS website.
3. Faculty seeking special designations for their courses will submit the appropriate application to the Chair of the subcommittee and then will be given time by the subcommittee to present the course.
4. The subcommittee will evaluate, approve, deny, or table applications on a case-by-case basis, on the merits of each application itself, as to whether or not the course meets the guidelines established for the application process.
5. If the application is made during the regular academic year, the subcommittee will have 30 instructional days to make a decision on that application. The decision of the subcommittee will then be passed on to CAS for approval.
6. If no decision has been made within 30 instructional days, CAS will either extend the subcommittee deadline further, or it will send the application to the Vice President for Instruction.
7. In all cases, the applicant should be kept informed of the status of the application, what the next step will be, and any changes CAS or its subcommittees deem necessary. Applicants who are denied should be provided written explanations for the ruling and must have an opportunity to make recommended changes and re-submit the application. Applicants who are denied by a CAS subcommittee may appeal to the Vice President for Instruction.