CAS Subcommittee Guidelines

Purpose of Subcommittees

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.

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.

If the subcommittee cannot reach a majority decision, CAS will decide on the matter after hearing from the subcommittee.

Types of Subcommittees

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.

Formation of Subcommittees

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

Membership of a Subcommittee

Members of subcommittees should be individuals with expertise in the task(s) addressed by the subcommittee.

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.

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.

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.

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.
Special Designation Subcommittee Guidelines

The application process for special designations should be transparent, consistent, objective, and equal and open to all faculty members in any field.

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.

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.

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.

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.

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.

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.