

COMMITTEE ON COURSES

MEMBERS' HANDBOOK

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INTRODUCTION

This handbook is a compilation of relevant bylaws of the Academic Senate related to the Committee on Courses, a standing committee of the Senate; various documents and policies relating to the Committee; and descriptions of common practice. The handbook is intended to provide members with an overview of the Committee's responsibilities and procedures and to assist them in carrying out their duties and responsibilities.

A. Senate Regulations Pertaining to the Committee on Courses

08.10.01 This committee consists of a minimum of thirteen members, with at least one member representing each of the areas: humanities, social sciences, biological sciences, and physical sciences, and each of the colleges/schools/divisions. One member of the Committee on Courses is also a member of the Committee on Educational Policy. (Am 22 May 86)(Am 25 May 95)(Am 30 Nov 2010)(Am 5 Dec 23)

08.10.02 Subject to the provision of 8.10.3, the Committee has authority for final approval of all courses of the Riverside Division, except those courses in University Extension above the 200 series, giving due consideration to the findings of the Graduate Council, the Committee on University Extension, Executive Committees of the colleges and schools, and officers at Riverside. The Committee has authority for approval of associate-instructors for upper-division and graduate courses, and for instructors of University Extension courses numbered below 200. The committee will report its actions to the next regular meeting of the Division. (Am 28 May 81)(Am 30 Nov. 2010)

08.10.03 By a petition signed by any five voting members of the Division, all matters concerning the approval or disapproval of courses may be referred to the Division for final action. In conformity with Bylaw 6.1, the petition shall then be placed on the agenda of the next meeting of the Division. Pending consideration by the Division, the filing of a petition shall not affect the status of any approved course. Nor shall the disapproval of any course by the Division affect the status of any approved course in which instruction is currently being offered. (En 28 May 81)

08.10.04 The committee shall, after consultation with the department(s) concerned, have the authority to delete any course which has not been offered for four consecutive years. (En 30 May 85)

B. Composition

The Committee is composed of 13 members. There are three standing subcommittees that are formed to review course proposals.

One member of the Committee will serve as the Committee's representative to the Summer Sessions Academic Steering Committee to provide consultation on courses offered during Summer Sessions. The Steering Committee meets quarterly.

One member of the Committee will serve as the Committee's representative to the Course Scheduling Workgroup to provide consultation on the course scheduling process. The Workgroup meets as needed throughout the year.

The Registrar and Course Specialist serve as invited guests to the Committee and attend meetings to provide procedural information on course proposals. In addition, a representative from the Library is appointed annually by the University Librarian as a guest on the Committee and is invited to meetings as needed for their perspective and consultation.

Per Bylaw 8.2.5, each committee must annually adopt a Conflict of Interest Statement to ensure committee business is being conducted with the highest possible degree of credibility. The Committee's full Conflict of Interest Statement is as follows:

If an issue comes before the Committee on Courses that emanates from the department or program of a committee member, they will provide information, but will not vote on the issue. If a member's spouse, partner, or family member (current, former, or future) brings business before the committee, the member will be automatically recused from all discussion and voting on the motion(s) related to the item of business brought before the Committee.

C. Leadership Roles

The **Chair** of the Committee is appointed by the Committee on Committees. The Chair's responsibilities include conducting Committee meetings; writing correspondence on behalf of the Committee; reviewing and approving Associate In requests for the instruction of Upper Division courses on behalf of the Committee; reviewing all course proposals assigned to the Committee for review; notifying departments of courses not offered for four or more years as part of NOFY process; reviewing exception to the due date request for course proposals on behalf of the Committee; and facilitating discussion on course proposals during meetings.

The **representative to the Committee on Educational Policy (CEP)** serves as an ex officio member on CEP to provide updates from the Committee on Courses and bring back to the Committee information of relevance discussed by CEP. Typically, the Chair serves as the representative.

D. Meeting Schedules

The Committee's meetings are scheduled around the Registrar's Office deadlines for course approvals. The Senate analyst will contact all members to schedule meetings for the academic year and the schedule will be posted to the Committee on Courses webpage.

E. Online Resources

UCR Academic Senate (<http://senate.ucr.edu>)

- Senate committee webpages
- Riverside Division bylaws and regulations
- Information about Division meetings

Committee on Courses (<https://senate.ucr.edu/committees/8>)

- Committee meeting information
- Course proposal deadlines
- Policies and other information related to the Committee

Structure for the Review of Courses

Members of the Committee on Courses will be split into three subcommittees and will be assigned an equal number of proposals for review. The assignments will be sent to the Committee prior to the first meeting and will be made to ensure diverse representation on each subcommittee from the across the colleges/schools.

An equitable number of course proposals will be assigned to each subcommittee for review. Members of each subcommittee are responsible for reviewing all the course proposals assigned to their subcommittee. All Committee members retain the ability to review any course proposal submitted to the Committee on Courses regardless of their subcommittee assignment if they choose to do so.

Course deletion proposals for the Committee's review will be saved to a CRS queue that all members will have access to. The Committee will vote at the meeting to approve all proposals or move select proposals for discussion.

The Committee Chair will review all course proposals and will work with the Committee Analyst to manage all communications and paperwork that results from the consideration of course proposals at meetings. The discussion of course proposals that have been flagged for review at the meeting will be led by members of the respective subcommittee that have concerns with the proposal.

Course Request System (CRS)

All Committee members are expected to use CRS to view and comment on course proposals online. Historically, the Committee approves course proposals based on consensus of the members. Committee members use the commenting system in CRS to ask questions and/or raise concerns regarding course proposals. Course proposals with outstanding questions and/or concerns will be flagged for review and will be discussed at the in-person Committee meetings; all other course proposals are approved by consensus.

All Committee members are expected to review all course proposals that fall within the purview of the sub-committee to which the member belongs; the Committee Chair will review all course proposals. If there is no objection or other cause for concern, a Committee member should select 'OK' in the course review and comments section to indicate that the course has been reviewed affirmatively; if there are concerns with the proposals the committee member may alternatively select 'Concerns' and enter the concerns in the comment section.

Professional and Global Education (PGE) course and instructor proposal forms (200 level or below) for the Committee's review are not included in CRS. When the Committee has PGE proposals for review they will be attached to the meeting's agenda in pdf format or posted to the Committee's Google drive. All members of the Committee are required to review the proposals.

Accessing CRS

To access CRS, you will need to login using your UCR NetID username and password. Please reference the CRS Faculty Approval User Guide for detailed instructions on how to utilize CRS to review proposals, which can be found here: <https://students673.ucr.edu/docserver/registrar/For-Faculty-Committee-Members-CRS.pdf>.

CRS login page for course review and search for any course, past or present:
<https://crs.ucr.edu>

Content Review of Course Proposals

When reviewing course proposals, the following is a list of criteria that the Committee should examine in consultation with the Committee on Courses General Rules and Policies Governing Courses of Instruction, which can be accessed at the following webpage:

https://ucr-senate-public.s3.amazonaws.com/committees/8/committee_resource/course-guidelines-4-24-25-approval-680c0744dadea-.pdf

Courses Number:	Ensure number is appropriate based on title, activities and content.
Class Activities:	Evaluate class activity type based on title of course, course number, and activities listed in CRS and syllabus.
Title:	Ensure title is appropriate based on course number and content.
Grading:	Ensure the grading type follows policies based on course level and honors and that the grading statement in the syllabi matches causing no contradictions.
Hours:	Ensure hours appropriately represent course work.
Prerequisite Statements:	Ensure prerequisites selected are appropriate based on course curriculum and follow policies based on course level and honors.
Overlap Statement:	Closely review statement to ensure that any overlaps are thoroughly described.
Repeatability:	Confirm that a course is repeatable and the number of maximum units requested can be repeated.
Justifications:	Ensure all justifications in the proposals adequately justify the proposal and are thorough.
Syllabus:	Ensure all aspects of the syllabus are complete and reflect the proposal's content. Please refer to sample syllabus checklist as needed.

**Please note that a syllabus will not always be included in proposals for course changes. However, if major changes are proposed in a course a syllabus needs to be attached to the proposal to ensure that the proposed changes are accurately reflected in the syllabus.*