**RELATIONSHIP BETWEEN BUGS, CCC, AND CCAC**

Document Generated by “Meeting to Develop Core Curriculum Governance Processes”

Coordinated by Faculty Committee

June 6, 2014

1. **CCC Membership.** Members of CCC chosen through election coordinated by Faculty Committee. Three members elected from each college (A&S, WCB, and CSSHE). Each member serves 3 year term on rotating basis. Chair or co-chairs determined by CCC. (This describes the current practice.)
2. **CCC Subcommittees.** Seven circles surrounding CCC circle represent seven task forces of CCC. Subcommittee members must demonstrate expertise in field of task force, along with eagerness to serve. Subcommittee members generated from call of CCC for self-nominations. In consultation with Faculty Committee, CCC evaluates applicants and determines members of subcommittee. Each subcommittee member serves 3 year term. Subcommitees are analogous to departments: they select criteria for determining courses that satisfy area of subcommittee.
	1. Some subcommitees, including those that continue pre-existent committees, include other parameters, such as
		1. E/RS includes a director with specific responsibilities beyond E/RS courses (speaker series, Besel chair, etc.), along with particulars concerning who constitutes membership
		2. DCR includes a chair and members already elected; Faculty Committee will propose an amendment to transition DCR into a selected group as with below subcommittees, after which time the committee will always include at least one GDST committee member.
		3. Oral Communication subcommittee must include a faculty member nominated by the Communications Department who is compensated with a course reduction (due to the additional responsibility of developing teaching modules for other faculty to use).
		4. Writing subcommittee must include a faculty member from English Department.
		5. Quantitative subcommittee must include a faculty member from the Math and CS Department.
		6. FYS includes director who is compensated.
		7. Passport includes faculty membership, but is housed in the office of Assistant Provost for Student Enrichment and includes other non-faculty.
	2. Each subcommittee includes a liaison from CCC who is charged with regularly communicating business of subcommittee to CCC.
3. **Approving Core Courses.**
	1. Academic Departments generating new courses that are not designed to be part of core curriculum deliver proper materials for approval to appropriate College Curriculum Committee (A&S, WCB, or CSSHE) which then passes on approved courses to BUGS for final approval. (This describes the current practice.)
	2. Academic Departments generating new courses that are designed to be part of core curriculum present proper materials for approval to appropriate College Curriculum Committee (A&S, WCB, or CSSHE) and to Core Curriculum Committee (same materials delivered electronically to both committees). CCC delivers potential new courses to CCC subcommittee when appropriate, and subcommittee makes recommendation to CCC. College Curriculum Committees and CCC deliver separately approved courses to BUGS for final approval. New course must receive approval from both College Curriculum Committee and Core Curriculum Committee before considered by BUGS.
	3. As is the current practice, new courses may be taught twice without BUGS approval; however, if they are to count for core, CCC must approve the syllabi in advance.
	4. The FYS courses will all be listed in the catalog as a single course: CORE100, with a single catalog description and some common syllabi elements approved by CCC (via FYS subcommittee) and BUGS. As individual sections are expected to be dynamic over time, individual faculty choose specific titles for their CORE100 courses that are listed on student transcripts (similar to current topics or independent study courses). These courses only need approval from CCC (via FYS subcommittee).
	5. Academic Departments presenting old courses as part of new core curriculum must present proper materials to Core Curriculum Committee for approval. This includes courses that currently count for the old core.
4. **Substitutions, Waivers and Transfer Students.** Waivers and substitutions must be processed through CCC. CCC must keep track of number and nature of waiver substitutions, and make adjustments to courses involving waivers when necessary. CCC may act independently regarding minor changes to transfer student requirements.
5. **Assessment of Core Courses and Reversal of Course Approval.** CCAC makes ongoing recommendations to CCC based on assessment data. CCC may use this data to recommend changes to courses approved by the core, either to departments or individual faculty. If changes are not satisfactory, they also may use CCAC recommendations to reverse approval of specific courses in the core. Such decisions can be appealed to BUGS.
6. **Changing Core Requirements.** CCC may consider substantive changes to core requirements. If the suggested change is minor and based only in course descriptions, the committee may act independently to make the change. If the suggested change is major, involving addition, subtraction or significant redefinition of a course requirement or flag, suggested change must be approved by a majority of 60% in a vote of Faculty Assembly, followed by BUGS approval.
7. **Changing SLOs.** CCC may make modifications to the language of the SLOs, based on concerns arising from CCC, CCAC or departments. Minor changes in wording can be approved by CCC, followed by BUGS. Significant changes that alter the meaning or number of SLOs require presentation to the Faculty Assembly and must be approved by a majority vote of 60% in a vote of the Faculty Assembly, followed by BUGS approval.
8. **Reporting.** CCAC and CCC (including CCC subcommittees) must make regular reports to Faculty Committee.

Notes by C. Walker Gollar

June 6, 2014

Edited by Jen Robbins

With comments from many