

Academic Programs Committee

a) Functions

- (1) The Committee oversees the content of the following:
 - (a) the course offerings of the college
 - (b) the departmental and interdepartmental majors and minors
 - (c) the college's several degree programs
 - (d) off-campus programs
 - (e) combined degree programs and other programs of cooperation with other academic institutions
- (2) Consults with the Curriculum Oversight Committee on the overall academic program of the college.
- (3) Reviews all requests for additions and deletions of majors and minors.
- (4) Reviews all requests for course changes and changes in majors and minors except:
 - (a) changes in frequency of course offerings or additions, substitutions, and/or deletions of prerequisites within the Department or Program
 - (b) changes in only the course description or only the course title when such changes do not constitute a substantial change in the content of the course. If the latter, the course should be submitted as a new course proposal.
 - (c) changes in course numbers that do not result in changes in the level of the offerings.

b) Structure

- (1) The chair is elected by the faculty by secret ballot and majority vote to serve a three-year, non-renewable term. The chair must have three or more years of service as a full-time member of the faculty.
- (2) The three additional members are nominated by the Faculty Council Vice-Chair to one-year, renewable terms. Each member must have one or more years of service as a full-time member of the faculty and three of the four major divisions at the college should be represented (Fine Arts, Humanities, Social Sciences, Natural Sciences).
- (3) The Registrar and Dean of the College serve the committee as members *ex officio*.

The adoption of new courses and the deletion of existing courses, as well as any

change in an existing major and minor, are not automatically brought before the faculty. The Programs Committee publishes approved adoptions and deletions of courses and changes in existing majors and minors and distributes them to the faculty. They will be considered in effect without faculty action unless one or more full-time members of the faculty request faculty consideration.

Such request must be in writing and must include an explanation of the request for the review. The request must be submitted to the Chair of the Programs Committee within five class days after notice has been distributed. Faculty members making requests for faculty consideration may choose to remain anonymous. The explanations for such requests will be shared prior to faculty consideration with the sponsors of the proposed changes. The Chair of the Programs Committee will summarize the explanations at the time of faculty consideration. Consideration of changes in courses, majors, and minors will be placed on the agenda of the faculty meeting without prior presentation.

The faculty as a whole must approve the adoption or deletion of all major and minor fields of study, including interdisciplinary majors and minors, if they are to appear on a student's official transcript. "Concentrations" or "Programs" are not majors but unofficial series of electives which may, however, be developed into "individualized majors" for the Bachelor of Arts or Bachelor of Special Studies, or "concentrations" in the Bachelor of Special Studies curriculum.