

Proposal to add to Policy 6-001 a new section of policy on learning outcomes assessment (and to make other minor updating revisions of Policy 6-001)

Policy 6-001: Academic Units and Academic Governance - Roles of Faculties, Committees, Councils, and Academic Senate. Revision 4819 Effective date {July 1, 2017 ??}

I. Purpose and Scope

This Policy describes the types of academic units through which the academic missions of the University are carried out by its faculty and supporting personnel, prescribes processes and criteria for initially establishing, periodically reviewing and discontinuing such academic units, describes the faculties of the academic units and of the University as a whole, acknowledges the authority of the faculty for academic decision-making, describes procedures for meetings of the University faculty as a plenary body, establishes and describes a system of academic decision-making structures including various committees, the College Councils, and the Undergraduate Council and Graduate Council, and describes the general authority and responsibilities of the Academic Senate.

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II. Definitions

Credentialed Academic Program. As defined for purposes of this Policy and Policy 6-500 (Curriculum Management and Administration)--- each Degree, Major, Minor, Certificate, or Emphasis is considered to be a Credentialed Academic Program.

Course-offering unit—for purposes of this Policy is as defined in [Policy 6-100-II](#), (Instruction and Evaluation), "an academic unit authorized to offer credit-bearing courses and bearing primary responsibility for the content, instruction and evaluation of such courses."

Faculty-appointing unit—is an academic unit authorized by the cognizant vice president to make appointments of faculty members. Such authorization * * * *

III. Policy. A. Academic Units and Academic Organizational Structure Generally

1. Overview: Types of Academic Units.

a. As further described below, academic activities furthering the academic missions of the University are carried out primarily by the members of the University faculty, supported and assisted in various ways by non-faculty academic personnel, students, and staff employees, working cooperatively within "shared-governance" academic decision-making structures. The work of the faculty, and those assisting and supporting the faculty, is organized through various academic units, each administered by an administrative officer of the University, reporting respectively to a cognizant vice president and ultimately the President of the University. This Part III-A-1 serves as a descriptive overview of the various types of academic units and the roles of the faculty and administrative heads of such units, within the University's overall academic organizational structure. Parts III-A-2 through 3, below, govern the processes for establishing, modifying, and periodically reviewing performance of such units. The responsibilities of the administrative heads of such units, as officers of the University (college deans, department chairpersons, and others), and the processes for periodic reviews of their performance, are governed by [Policy 2-005](#).

b. Academic Departments and Free-Standing Divisions, Colleges (and schools).

i. The academic department is the standard academic unit of the University and is the most common unit of instruction.

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ii. An academic college is * * * * The University, for historical and other reasons, includes the following units named "schools" that for all purposes function as academic colleges and are headed by academic deans: [The School for Cultural and Social Transformation](#), The School of Dentistry, The School of Medicine, and The David Eccles School of Business.

There are currently seventeen academic colleges: Architecture and Planning, Business, [Cultural and Social Transformation](#), Dentistry, Education, Engineering, Fine Arts, Health, Humanities, Law, Medicine, Mines and Earth Sciences, Nursing, Pharmacy, Science, Social and Behavioral Science, and Social Work.

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c. Interdisciplinary Academic Programs (of limited authority).

In specific circumstances in which academic activities to be conducted are of an interdisciplinary character such that they cannot be effectively conducted either entirely within the ordinary structure of a single academic department (or equivalent unit) within an academic college, or entirely through cooperative arrangements among academic departments or colleges, a special interdisciplinary academic program may be established for that purpose, with the following limited authority.

Such units ordinarily may * * * *

Currently the interdisciplinary academic programs which have been authorized as course-offering units are: The Entertainment and Arts and Engineering Program, The Environmental and Sustainability Studies Program, ~~The Ethnic Studies Program, The Gender Studies Program,~~ The Honors College, The LEAP Program, and the Middle East Center. Those which have also been granted limited faculty appointing authority under the terms of University Rule 6-310 are listed within that Rule.

~~(Note that the University Writing Program*** being revised to remove it from the list of Qualified IDT Programs.)~~

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e. Other Academic Units (Centers, Institutes, and Bureaus).

**** the University authorizes certain types of academic activities to be conducted through other types of units, ordinarily including academic centers, academic institutes, and academic bureaus (hereafter "C/I/B").

These academic C/I/B types of units typically are authorized by the cognizant vice president to conduct academic research activities. They are not authorized faculty appointing units * * * are ordinarily not authorized as course-offering units * * *

Further information regarding C/I/B units. *[Reserved ...User note: as of 2014, a project is underway to clarify and improve the University's regulations and processes regarding C/I/B types of units.]*

2. Creation, Review, and Discontinuance of Academic Units

a. Proposals to create, modify, or delete academic units are considered first by the Graduate Council, then by the Academic Senate, then by the Board of Trustees.

b. Further information regarding creation, significant modification, review, and discontinuance of academic units. ~~*[Reserved ...User note: As of 2014 a project is underway to develop additional detailed content for University Regulations regarding the procedures and standards for creation and significant modification of academic units, for their periodic review, and for their discontinuance. ... Principles for creation of academic departments, and other course-offering academic units; ... Procedures and principles for periodic reviews of various types of academic units, and... for discontinuance of academic units ...For further information, contact the VP Office for Faculty and/or the Graduate School.]*~~

i. Procedures for creation, significant modification, review, and discontinuance of academic units.

[work in progress]

ii. Principles for initial establishment and subsequent review of academic units with curricular responsibilities.

- A. Curricula Management Process and Plan. An academic unit which has primary curricular responsibility for any Credentialed Academic Program (as defined above-- degree, major, minor, emphasis, certificate or other such program of study), or is a course-offering unit of any credit-bearing course, shall have a *curricula management process* for developing, periodically assessing, and modifying the curricula over which that unit has primary responsibility. The process shall be appropriate for the type of curricular responsibilities of the unit, and shall be described in a written *curricula management plan* of the unit.
- B. For new academic units, the curricula management plan shall be included with the proposal for initial establishment of the unit. For existing units, the plan shall be submitted at or before the time of the University's next Seven Year Academic Unit Review of that unit. These plans will be reviewed as part of the University's Seven Year Academic

Unit Reviews of academic units, and should also be reviewed whenever a unit undergoes extensive organizational changes significantly affecting the unit's curricula management responsibilities.

- C. The curricula management process, described in the written plan, shall include (i) an internal curricular decision-making process, and (ii) a schedule and procedures for conducting periodic curricula reviews (specifically including program learning outcome assessment). These shall serve the University's fundamental commitment to excellence in its teaching mission through continual reevaluation and improvement of curricula.
1. The unit shall have an internal consultation and decision-making process which places primary responsibility for curricula management decisions with a body comprised mainly of voting-qualified members of the faculty of the unit, and also provides for oversight by another body comprised mainly of voting-qualified faculty members. Consultation with student representatives is encouraged. For example, in a typical structure of an academic department within a multi-department academic college, the process will include formal approval by the voting-qualified faculty of the department (possibly assisted by a designated departmental curricula committee), and consultation or formal approval by a body representative of the college faculty (either the full college council, or a curricula committee of the council).
For any curriculum which is interdisciplinary in nature such that the curriculum management responsibilities are shared by two or more academic units, the process shall include means of formal oversight by representatives of the faculty of all units which share in those curriculum management responsibilities.
 2. The curricula management plan shall include a schedule and procedures for periodically reexamining all curricula over which the unit has primary responsibility.
 - a. The schedule shall provide for (i) a *thorough review* of every credentialed academic program (degree, major, minor, emphasis, certificate, or other such academic program of study), on a review cycle of no more than seven years, and (ii) two *interim summary program learning outcome assessment reports* within the seven-year cycle (ordinarily in the 3rd and 5th years). This is to ensure that at least one such *thorough* curriculum review will have been completed at the time the University conducts each Seven-Year Academic Unit Review of the unit, and that *summary reviews* addressing learning outcomes will be performed in the interim. The written plan shall describe the roles of any committees and administrative positions responsible for carrying out the scheduled reviews. The University Administration shall designate and adequately support a resource office (Learning Outcome Assessment) to coordinate and provide guidance for such reviews, and to receive review reports.

- b. Seven-year thorough review. The procedures for the *seven-year-cycle thorough reviews* for each such program of study shall at a minimum include: identification of the program *expected learning outcomes*; and development and implementation of methods for assessing effectiveness in achieving those *expected learning outcomes*. and preparation of a *curricula review report*.

The unit shall submit a *thorough curricula review report* which shall include, for each credentialed academic program: (i) description of the credentialed program of study; (ii) description of the *learning outcomes assessment methods and results*; (iii) description of the number of students participating in the program of study year-by-year; (iv) consideration of the role of the particular credentialed program of study in the larger context of curricula offerings of the unit's parent college, and of the University as a whole; and (v) description of any changes for the program of study made or being contemplated. It shall also describe any changes of the unit's internal consultation and decision-making process for curricula management decisions. The designated University resource office (Learning Outcome Assessment) shall provide a sample report form and other appropriate guidance to assist units preparing their curricula review reports.

The thorough review report shall be approved by the voting-qualified faculty of the unit, presented to the dean of the college and the college council (or delegated committee), and submitted to the designated University resource office (Learning Outcome Assessment). A copy shall be included in materials provided for the University's Seven-Year Academic Unit Review of the academic unit.

- c. Interim Program Learning Outcome Assessment report. The procedures for *interim summary learning outcome assessment reports* (ordinarily 3rd and 5th years) shall include conducting learning outcomes assessment for each credentialed program of study, analyzing the results, and considering any needed curricular changes.

The unit shall prepare a *summary report* describing, for each credentialed program of study, the learning outcomes assessment conducted and the results; and describing any substantial changes made subsequent to the most recent thorough or summary review regarding the program of study, or the expected learning outcomes or methods of assessment. The interim report shall be submitted to the designated University resource office (Learning Outcome Assessment), and copies presented to the voting-qualified faculty of the unit, the dean, and the college council (or delegated committee of the council).

- d. Any changes to the credentialed program of study following either a thorough or a summary review shall be processed through the University's usual approval procedures as appropriate for the nature and extent of the changes. [See Policy 6-500 Curriculum Administration/ Management.]

*{Drafting Note: New Policy 6-500 is being developed at the same time work is underway on this Policy 6-001 revision, and is expected to be brought up for approval soon after approval of 6-001. It will include a detailed description of the processes for approvals of new or modified curriculum. For further information contact the Office of Curriculum Administration.
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3. It is a fundamental principle that the review and reporting process is intended to assist units in ensuring the high quality of the University's curricular offerings, and to avoid imposing undue burdens of work which do not substantially contribute to academic quality. Reports from reviews of more than one credentialed academic program may be combined in a single document when convenient. Units which periodically undergo reviews of curricula by external accrediting bodies are encouraged to coordinate the University's curricula review process with those external reviews for maximum efficiency in use of University resources. The University Administration, in consultation with the Graduate and Undergraduate Councils, will provide technical assistance and guidance for units for developing and implementing curricula management plans, conducting and reporting on periodic curricula reviews generally, and in particular for identifying expected learning outcomes, and developing and implementing methods for assessing effectiveness in achieving expected learning outcomes. The Administration shall designate officers responsible for providing such technical assistance and guidance.

- D. [_____ further info about principles applicable in the processes of establishing, periodically reviewing, and discontinuing academic units]

B. Faculties of the University -- Composition and Authority

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3. Authority of the Faculties, * * *

- a. Authority of Faculties of Academic Departments, Colleges, and other Academic Units.

The faculty of each academic department, academic college, or other academic unit, shall have, subject to the approval of the Academic Senate and appeal to the University faculty, jurisdiction over all questions of educational policy affecting that academic unit, including requirements for entrance, graduation, and major, and prescribed subjects of study.

Majors shall be authorized by the college faculty concerned, but the content of the major shall be determined by the department or departments in which it is given. Majors and their content shall be subject to the review of the Academic Senate in accord with Part III-D of this Policy.

A statement of the action taken upon educational policy by any academic unit faculty shall be presented at the next regular meeting of the Academic Senate for consideration and action thereon.

- b. Authority of the University Faculty

The University faculty shall have authority, subject to the approval of the Board of Trustees, to legislate on matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study involving relations between colleges or departments. The

faculty has a right to a meaningful role in the governance of the University including primary responsibility for course content and materials, degree requirements and curriculum; it has a right to participate in decisions relating to the general academic operations of the university including budget decisions and administrative appointments.

The legislative power of the University faculty collectively will normally be exercised by the faculty through their representatives in the Academic Senate and the college and Graduate and Undergraduate councils,* * * *

C. Academic Governance Committees and Councils

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3. Councils of the University—Graduate, Undergraduate, Academic Deans.

a. In addition to the system of college councils (Part III-C-1 above), there are three University-wide councils: The Graduate Council, the Undergraduate Council, and the Council of Academic Deans.

b. Graduate Council--Composition and Authority.

The Graduate Council is hereby established within the system of academic governance of the University. As more fully described in Policy 6-200, the Council supervises graduate study at the University, and reviews and evaluates proposals for new graduate degrees and certificates, or name changes or major revisions. However, the administration of professional degrees may be delegated by the Graduate Council to colleges or departments. **The Council is responsible for the review and evaluation of all existing departments and programs that award graduate and undergraduate degrees and certificates. The Undergraduate Council participates with the Graduate Council in the review of undergraduate programs based in departments awarding graduate degrees. The Graduate Council also reviews and evaluates proposals for new academic administrative units (e.g., departments, divisions); centers, institutes and bureaus, and proposals for name changes or major revisions of the preceding, through the processes described above in Part III-A-2 ("Creation, Review, and Discontinuance of Academic Units").** It assumes other responsibilities as established by University Regulations or Board of Regents Policy.

The Graduate Council members * * * The Graduate Council shall establish policies and procedures for the Graduate School, such policies and procedures being subject to review by the Academic Senate.

c. Undergraduate Council--Composition and Authority.

The Undergraduate Council is hereby established within the system of academic governance of the University. The Council consists of one elected faculty representative from each academic college offering undergraduate degrees and making a significant contribution to undergraduate education across the campus (currently including [listed here only for convenience and subject to change by authority of the cognizant vice president as needed without formal revision of this Policy] --Architecture and Planning, Business, Cultural and Social Transformation, Education, Engineering, Fine Arts, Health, Humanities, Mines & Earth Science, Nursing, Science, Social and Behavioral Science, and Social Work), a second elected representative from three colleges (Humanities, Science, and Social and Behavioral Science), one elected representative from the University Libraries, one elected representative from the "Honors College interdisciplinary program," and an appointed representative of other interdisciplinary programs and three undergraduate students each representing a different college and recommended by ASUU, two of which shall come from the Student Senate.* * * *

The Undergraduate Council is charged with the responsibility: (1) to coordinate and encourage the development of undergraduate studies across the University and (2) to oversee all University-wide undergraduate requirements. The Associate Academic Vice President for Undergraduate Studies and Council shall have the responsibility of establishing and maintaining General Education and Baccalaureate Degree requirements in accord with Policy 6-101--Undergraduate Study and Degrees, in cooperation with the academic departments and colleges. It shall be the responsibility of the Associate Academic Vice President for Undergraduate Studies to insure quality in the instruction and in the content of the courses meeting those requirements through periodic review of curriculum. To facilitate such review, the Associate Academic Vice President for Undergraduate Studies will appoint representative faculty committees which will report to the Undergraduate Council for approval. **The Council is responsible for**

reviewing and evaluating proposals for new undergraduate programs as well as proposed deletions of undergraduate programs and degrees by colleges and departments. It assumes other responsibilities as established by Policy 6-101, and other pertinent University Regulations or Board of Regents policy. **In addition, the Council is responsible for reviewing and evaluating all undergraduate degrees and programs that are not located in departments with graduate degrees. The Undergraduate Council also participates with the Graduate Council in the review and evaluation of undergraduate programs based in departments awarding graduate degrees (see Part III-C-3-b above, and Policy 6-200-III-Section 1). ***