

## **Charge to Curricular Work Group**

*Charge Given by:* Cindy MacGregor, 2017-18 Chair of Faculty Senate

### ***Rationale and Background***

Various issues have been identified within the curricular change process, some related to technology, some to faculty/user error, and some to staffing. The curricular change process recently went online; however, some glitches remain. Faculty are responsible for initiating curricular changes; however, some knowledge gaps exist. It is unclear if staffing changes might decrease the number of issues with the process.

### ***Purpose of Work Group:***

The Curricular Work Group will clarify the top issues related to the curricular change process and then recommend remedies to whomever is responsible for providing these adjustments. These remedies might include:

- Changes to the online curricular change process. If these changes require faculty approval then the Faculty Senate will provide such oversight and potential approval.
- Training for faculty who use the online curricular change system. This “training” might be information boxes within the system and/or instructional videos.
- Staffing adjustments. This might require the creation of a new staff position or realignment of existing staff and responsibilities.

Materials to use:

- Lists of curricular issues generated by various persons and offices.

### ***Membership of Curricular Work Group:***

The Chair of Faculty Senate will serve as Chair of this work group. Additional members will include staff with expertise in the curricular process and the Past Chair and Chair-elect of Faculty Senate, as well as the Secretary of the Faculty.

***Members:***

Cindy MacGregor, Chair of Faculty Senate, COE  
Mike Foster, Past Chair of Faculty Senate, COAL  
Tom Dicke, Chair-Elect of Faculty Senate, CHPA  
Beth Hurst, Secretary of the Faculty, COE  
Mike Hudson, Parliamentarian of Faculty Senate, CHHS  
Julie Masterson, Associate Provost and Dean of the Graduate College  
Rob Hornberger, Associate Vice President Enrollment Management/Registrar  
Linda Johnson, Repository of Organizational Knowledge  
Sandy Johnson, Administrative Specialist III, Faculty Senate  
Mary Lynne Golden, Executive Assistant IV, Provost Office  
Nathan Hoff, Associate Registrar  
John Catau, Faculty Emeritus, Provost Office

***Expected Product:***

The expected product from this work group is recommendations to the persons/groups responsible for implementing the needed adjustments. If faculty approval is needed for any recommendation then this group will present their recommendation to Faculty Senate in the form of a Resolution or Senate Action via a current faculty senator.

***Deadline for Recommendations:***

It is suggested the work group divide and conquer, setting deadlines for resolution of top issues. The work group will convene through the 2017-2018 academic year. If an extension of the work group is needed that task will fall to the 2018-2019 Chair of Faculty Senate, Tom Dicke.