

**WEST CHESTER UNIVERSITY  
CURRICULUM AND ACADEMIC POLICIES COUNCIL  
BYLAWS**

**ARTICLE ONE: NAME AND AUTHORITY**

The name of this organization will be the Curriculum and Academic Policies Council, herein referred to as CAPC. It exists as a shared governance body, functioning under the authority of the Pennsylvania State System of Higher Education, herein called The System, the Collective Bargaining Agreement between the System, The Association of Pennsylvania State College and University Faculties, herein called APSCUF, and the System Board of Governors. Nothing in this document should be construed as extending or diminishing the provisions of the System/APSCUF Collective Bargaining Agreement or management prerogatives. So long as all parties listed in these bylaws are in compliance with this document, its procedures and practices, no alternative process may replace it or conduct its business, and no other entity will have the authority to forward its own recommendations to the Provost on curriculum or academic policy.

**ARTICLE TWO: STRUCTURE OF CAPC**

- A. CAPC will consist of an Assembly, operating as a legislative body, elected and appointed as these Bylaws describe, with the duties specified in Article Four. The following Committees will serve the Assembly in its tasks and duties are specified in Article Seven.
1. A CAPC Executive Committee, herein called the CAPC Execs.
  2. Five standing CAPC committees:
    - a. The Undergraduate Programs Committee.
      - 1) One standing undergraduate programs subcommittee:
        - a) The Culture Cluster Committee
    - b. The Graduate Programs and Policies Committee.
    - c. The Undergraduate Policies Committee.
    - d. The General Education Committee.
      - 1) Six standing general education and general degree requirement subcommittees:
        - a) The Interdisciplinary Subcommittee
        - b) The Diverse Communities Subcommittee
        - c) The Ethics Subcommittee
        - d) The Distributed Disciplinary Foundations Subcommittee.
        - e) The Writing Emphasis Subcommittee.
        - f) The Speaking Emphasis Subcommittee
    - e. The Academic Review Committee
      - 1) Four standing academic review subcommittees:
        - a) The Program Review Subcommittee.
        - b) The Low Enrollment Advisory Subcommittee
        - c) The Course Review and Revalidation Subcommittee.

d) The Course Delivery Subcommittee

- B. There will be informal faculty caucuses, convened by any faculty member or party noted in these bylaws. The caucus process, specified in Article Eleven, is intended to provide faculty an opportunity to afford direct feedback to CAPC.

**ARTICLE THREE: PURPOSES AND FUNCTIONS**

- A. CAPC addresses two curricular purposes. One is to develop, review, and recommend creation of new, or revision or elimination of existing, academic curricula submitted by faculty. The other is to develop, revise and recommend academic policies. These purposes will be carried out in a legislative assembly that recommends to the Provost curricular and academic policy matters. Consistent with the APSCUF CBA, documents that govern curriculum processes and procedures will be agreed at local meet and discuss and are appended at the end of these bylaws.
1. The purposes of CAPC will be carried out within the structure indicated in Article Two by elected faculty, appointed or elected students, and administrators, either appointed or serving by virtue of their office. All matters acted upon by CAPC will be sent to the Provost for that person's appropriate response within forty-five calendar days. CAPC shall provide all necessary information to inform the Provost's consideration of CAPC actions. In the event the Provost's consideration of and response to a CAPC action cannot be reasonably completed within forty-five days, the Provost shall communicate with the CAPC Chair to establish an expected time frame. If the Provost does not approve an action recommended or non-recommended by CAPC, the Provost will, within the forty-five days referenced above, provide reasons for the denial. The Provost's reasons will be considered at the next Assembly, at which changes might be made, further investigation into the original proposal might take place, or CAPC might support its original recommendation. CAPC shall provide a response to the Provost following that Assembly.
    - a. Should CAPC hold to its original recommendation, the Executive Council of CAPC may meet with all due speed with the Provost to discuss the differences between CAPC and the Provost on that matter.
    - b. If CAPC and the Provost are not able to address the issue successfully, the matter will be settled at Meet and Discuss.
    - c. The Provost's final implementation shall not be made prior to completion of the process provided in this section.
- B. The specific curricular purposes of CAPC, although not limited to the following, will be to make recommendations concerning the following, with an effort to ensure integrity and continuing relevance of curricula:

1. Program approvals, revisions, moratoria and deletions, including major, minor, and certificate programs.
  2. General Education issues, assessment, and revisions of General Education programs.
  3. Course modality approvals, revisions or deletions (such as distance learning or condensed format).
  4. Course approvals, revisions or deletions.
- C. The specific academic policy purposes of CAPC, although not limited to the following, will be to make recommendations concerning the following:
1. Review, revisions and deletions of existing policies.
  2. New policies.
  3. Academic standards (including academic integrity) and academic planning issues.
  4. Admission, transfer, readmission, dismissal, and probation policies or their changes.
  5. Graduation credit requirements.
  6. Order of scheduling.
  7. Deadlines for withdrawal, audit and similar special course arrangements.
  8. Grading systems changes.
  9. Petitions and waivers.
  10. Advising and standards.
  11. Grade appeal procedures.
  12. Responses to and procedures for implementation of external policies.
  13. Academic compliance with the Americans With Disabilities Act (ADA).
  14. Academic calendar.
  15. Appropriate changes to university catalogs to ensure accuracy.
  16. Assessment of student learning outcomes to ensure its practice across the institution.

- D. CAPC review of curriculum and policy proposals and records of committee and assembly actions shall be supported by software determined and maintained by the appropriate university administrative entities.
- E. All proposals to CAPC must be reviewed and moved forward by the relevant department faculty, chair, and college dean before CAPC can begin its review.

**ARTICLE FOUR: MEMBERSHIP AND DUTIES OF THE ASSEMBLY**

- A. The CAPC Assembly, herein called The Assembly, will consist of:
  - 1. Ten At-Large representatives; one Department representative for each academic department of the institution to be elected by the faculty of the department's college; two Library faculty representatives; two Non-Classroom faculty representatives (other than the library); and two administrators appointed by the Provost to serve as the chairs of the Graduate Programs and Policies Committee and the Undergraduate Programs Committee. No more than three faculty from any department may serve on CAPC simultaneously (one Department and two At-Large).
    - a. Members of CAPC have all rights usual for membership in a deliberative body. The CAPC officers must be faculty. The administrators chairing the undergraduate and graduate program committees serve as ex-officio voting members of their committees and as non-voting members in the Assembly.
    - b. All faculty members must be elected by secret ballot consistent with the voting requirements of the Collective Bargaining Agreement. Elections will be run by APSCUF and will proceed in up to three rounds. The election of At-Large representatives will occur first, followed by College elections of Department representatives. Any Department seat left unfilled through the College elections process will become an At-Large seat for the entire term (3 years).
    - c. Each CAPC member will submit to the CAPC Secretary written notification of that member's proxy. In the case of members elected by constituency, the proxy must be selected from the same constituency. Proxies should be identified no later than the first scheduled Assembly in the fall. Should the proxy require an alternate, the proxy or member should notify the CAPC Secretary in writing prior to the Assembly in which the alternate is to serve. It is the responsibility of the member to see that their proxy attends the Assembly and relevant (to the member's assignment) Committee meetings, if the member is unable to attend.
  - 2. The undergraduate student members will be elected or appointed by the Student Government Association. The graduate student members will be elected or appointed by the Graduate Student Association. The Provost will appoint a College Dean to serve as an ex-officio, non-voting member of the General Education Committee. Student members are appointed at the beginning of the academic year.

- B. Members of CAPC should be prepared to meet the expectations and evidence the relevant experience and characteristics outlined below.
1. Expectations of CAPC members include the following:
    - a. Attend all committee meetings, including those of the committee to which they have been assigned as well as the monthly General Assemblies; this represents a commitment of 3-4 hours per week and availability for meetings during Thursdays from 3:30-5pm for the semester.
    - b. Prepare for participation by reading the materials (proposals and other) for scheduled meetings in advance.
    - c. Participate in advocacy and active discussion on all matters brought to the Assembly, from any committee.
    - d. Serve as active liaisons to their constituencies; this involves both reporting back to their constituency and bringing relevant constituent concerns to the assembly and CAPC leadership.
    - e. Department representatives also provide support and guidance for colleagues developing curriculum proposals for submission to CAPC, e.g., syllabus expectations, using the electronic submission system (CIM), etc.
    - f. Avoid conflicts of interest; members are required to recuse themselves from consideration of, including voting on, proposals for which they participated as developer or reviewer (e.g., as the preparer, as a member of the department curriculum committee, as chair or director of a department or program, or in a role in a dean's office) prior to the proposal entering the CAPC review process. This does not include advice or counsel offered by the member to their faculty colleagues as part of the member's CAPC role according to the currently approved CAPC bylaws agreement.
  2. Characteristics of faculty seeking election to CAPC should include the following.:
    - a. Some experience with curriculum development or review.
    - b. A collaborative nature.
    - c. Good organizational skills.
    - d. An attention to detail.
    - e. Responsiveness.
- C. Duties of the Assembly, consistent with Article Three, B and C, will include, but not be limited to the following:
1. Consideration of and voting on recommendations to be sent to the Provost. These recommendations should include both those positively and negatively decided.
  2. Operating through its Committees, conduct the curricular and policy business of the University.
  3. Receive information from administrative and other shared governance bodies dealing with its functions (i.e., curriculum and academic policies) and distribute such information that is pertinent to the campus community.

- D. A member may be recalled for lack of the member's attendance or that of their proxy for two meetings of either the Assembly, Committee or Subcommittee meetings. Lack of service to the Committee, Subcommittee, or liaison appointment also constitutes grounds for recall. Recall of Members will follow the procedure set in the parliamentary authority used by the Assembly. Replacement of recalled members will follow voting requirements outlined in the Article Five and will be run by APSCUF.

## **ARTICLE FIVE: ELECTIONS PROCESS**

- A. Elections are held by the CAPC membership annually. The term of office for all representatives to the Assembly will be three years, with the exception of the student members whose terms will be for one year. All new terms commence and expired terms end at the last spring CAPC meeting following the election of members. Student members terms will commence in the fall.
- B. Elections Responsibility
1. It is the responsibility of the CAPC Execs to implement procedures for the election process and to certify eligibility to serve as a member in keeping with CAPC bylaws.
- C. Election Procedures
1. The CAPC Chair, in collaboration with the APSCUF Nominations and Elections Committee, will circulate a call for nominations for open positions no later than February 15th. At-large representatives will be elected by all faculty. Department representatives will be elected by faculty of the relevant College. Non-classroom faculty will be elected by all non-classroom faculty. Library faculty will be elected by all faculty.
  2. The at-large elections, conducted by APSCUF, will take place after February 15th.
  3. The elections for department, library, and non-classroom faculty positions, conducted by APSCUF, will take place after the at-large elections have been certified.
  4. Any department seat left unfilled through the college elections process will become an at-large seat for the entirety of the term (3-years) and will be run in a third round of elections, to be completed no later than April 15.
  5. No more than three faculty from any department may serve on CAPC simultaneously (one department and two at-large). Terms for all elected faculty representatives are renewable, but candidates must stand for re-election.
- D. Following the At-Large and College elections, as well as the administrative appointments, the sitting chair of CAPC will notify all newly constituted members of the date of the last spring Assembly when new members take their seats. This notification will explain the two-

meeting sequence, including the final assembly of the current year to conduct and conclude the year's business, followed by the meeting of the new assembly for the purpose of electing officers.

1. The CAPC Chair will solicit nominations for elected officer positions at least two weeks prior to the last spring Assembly meeting. Candidates will submit a platform statement.
2. At the last regularly scheduled meeting in the spring semester, the body will adjourn *sine die* at the conclusion of the regular business agenda for the current academic year. Immediately following the *sine die* adjournment of the previous council, the newly elected and continuing Assembly members assume their positions for the single purpose of electing officers. Nominations may be accepted from the floor only with a minimum of 24 hours notice submitted to the CAPC Secretary.
3. Election will be by written ballot with a majority of voting members present and voting. If there is a single candidate for any office, voting may be by acclamation or by voice vote.

#### **ARTICLE SIX: OFFICERS**

- A. The elected officers of the organization will be a Chairperson (herein also referred to as 'Chair'), a Vice Chair, and a Secretary, each elected (as described in these bylaws, Article Five) for a one year term by the newly constituted Assembly at the last spring Assembly meeting after the sitting Assembly adjourns *sine die*. No student or administrative representative may serve as an elected or appointed officer. Elected officers hold their office for one year, with the right to be re-elected. The Chair of the Undergraduate Policies Committee, the Chair of the General Education Committee and the Chair of the Academic Review Committee will be appointed by the CAPC Chair with the advice and consent of the CAPC Executive Committee.
- B. If a vacancy occurs in any elected officer position with the exception of the Chair, members will fill the vacancy for the unexpired term from the membership at the next scheduled Assembly. The same procedures will be followed for balloting as specified in Article Six, A. If a vacancy occurs in the office of the Chair, the Vice Chair will assume the Chairpersonship for the unexpired term.
- C. Functioning with the advice of the CAPC Execs, the Chair's duties will include, but not be limited to:
  1. Serving as Chairperson of the Assembly meetings and the CAPC Executive Committee.
  2. Serving as the liaison to and spokesperson for CAPC matters between faculty, the administration, and the campus community.

3. Setting the agenda for the CAPC Execs and overseeing distribution of needed materials to the members.
4. With the advice of the Executive Committee, setting the agenda for the Assembly, and overseeing the distribution of needed materials to the members.
5. Appointing chairs and/or members to and coordinating the work of the standing and *ad hoc* committees, appointed as is typical of *ad hoc* committees for a given finite task. Appointments will become final with the approval of the CAPC Executive Committee. Any appointments of non-elected members to CAPC standing committees will be for a one-year term.
6. Appointing liaisons to committees, task forces or other groups that request a CAPC member, with the approval of the CAPC Executive Committee.
7. Working with the CAPC Vice Chair, monitoring reports of the various Committees and Subcommittees.
8. Upon request, writing letters of evaluation for Officers or Committee Chairs with input from that person's Committee members, and seeing to it that Committee Chairs write evaluations in a timely fashion for their members who request such letters, especially when faculty are undergoing a Five-year Review or are applying for Tenure/Promotion.

D. The duties of the Vice Chair will include, but not be limited to:

1. Acting in the Chair's stead in his/her absence or incapacity and filling the Chair's unexpired term in case of vacancy.
2. Assisting the CAPC Chair in review of proposals at the Chair step in workflow, as requested by the Chair.
3. Assisting the CAPC Chair in serving as a liaison for CAPC matters between faculty, the administration, and the campus community.
4. Serving in various capacities as determined by the Chair and the Executive Committee.

E. The duties of the Secretary will include, but not be limited to:

1. Receiving the names of CAPC representative members and their proxies and keeping an accurate record of the legitimately seated members present during Assemblies.
2. Receiving the reports from Committee Chairs as to member or proxy attendance.
3. Ensuring the taking of Assembly minutes, as well as their distribution to the campus community.

4. Notifying the CAPC Chair that a member or proxy has been absent from the Assembly or a Committee two times. In the case of Administrators and students, the same two-absence rule pertains. The seat of such a member becomes vacant. The election of a replacement faculty member to serve out the unexpired term will follow the same procedure as stipulated in Article Five. Notification of the new member's name should be sent to the sitting Secretary with all dispatch.
  5. Delivering to the Provost, within seven working days, all newly recommended actions of CAPC and monitoring the 45-day response time, as described in Article Three, A, 1.
  6. Upon receiving from the Provost notification of those actions bearing final approval, approval with alterations, or disapproval, the Secretary will report to the Executive Committee about the disposition of the recommendation.
  7. Executing all correspondence as requested by the Chair or the Executive Committee.
- F. Duties of the Chairs of CAPC Committees and Subcommittees include, but are not limited to:
1. Convening and chairing meetings of the CAPC Committees and Subcommittees.
  2. Ensuring that the Committees and Subcommittees respond to externally imposed deadlines in a timely manner.
  3. Bringing business from their committees to the CAPC Executive Committee and to the CAPC Assembly.
  4. The Committee Chairs are responsible for receiving reports from the Chairs of the Subcommittees, if any, and formulating from them a report to present to the CAPC Assembly.
  5. The Chairs of the Undergraduate Programs, Graduate Programs and Policies and General Education Committees are responsible for presenting Committee recommendations, both positive and negative, on proposals for curriculum additions, deletions, or modifications to the CAPC Assembly.
  6. The Chairs of the Undergraduate Policies and Graduate Programs and Policies Committees are responsible for presenting Committee recommendations, both positive and negative, on proposals for academic policy additions, deletions, or modifications to the CAPC Assembly.
- G. The officers may request information and aid from knowledgeable people outside of CAPC, and the CAPC Chairs of Committees or Subcommittees may invite such people to attend their committee meetings. Such non-members may speak at the Assembly upon invitation.

- H. The officers and committee chairs will be given support and resources to fulfill their duties. These might include: external expertise, data/information, secretarial support, access to electronic storage, mailings, distribution of materials, and alternate work assignments. Such resources will be negotiated with the Provost and APSCUF, as appropriate.

#### **ARTICLE SEVEN: COMMITTEES OF THE ASSEMBLY**

- A. All Committees will operate as organs of CAPC, performing the tasks detailed below. Their Chairs, if they so request, will be evaluated by the CAPC Chair as to performance of duties specified in these bylaws. The Chairs' evaluations will be sent, in the case of Administrators, to the person's supervisor or to the Provost. In the case of faculty, the evaluation will be sent to the faculty member for inclusion in the person's Five-Year Review or Tenure/Promotion portfolio.
1. The Committees will function according to an agenda, procedures, and meeting time set by the group itself. Progress toward completion of its tasks, however, will be reported to the CAPC Execs. The Committee Chairs designated in these bylaws will chair meetings of the respective Committees. Committee Chairs will organize the subcommittee structure (if any) upon receipt of the member committee assignments from the CAPC Chair during the summer and will set the committee meeting schedule for the fall and spring semester.
  2. The Undergraduate Programs, Graduate Programs and Policies, and General Education Committees and their Subcommittees will evaluate curricular proposals originating with the faculty. If a proposal is found to need revisions in order to meet current curricular policies, it will be returned to the proposer within the normal deadlines for disposing of committee business with a written explanation of the areas needing to be addressed. The proposer may then edit and resubmit the proposal to the relevant level of committee review. The proposer may also request that the proposal be brought directly to the Assembly for its action. In this case, the Committee will bring the proposal to the Assembly as "not recommended" and provide its reasons for the lack of recommendation. The proposer will have the opportunity to address the Assembly in defense of the proposal.
  3. The Committees may request the presence of people with skills and expertise required by these groups. Such people serve at the pleasure of the group and have no membership or voting rights. The CAPC Chair should be notified of their presence.
  4. The Committees will be given support and resources to fulfill their duties. In the event that the work of a Committee necessitates additional faculty beyond its assigned complement of elected CAPC members, the CAPC Chair can make one-year appointments with the advice and consent of the CAPC Executive Committee.

- B. CAPC Execs will consist of the Chair, the Vice Chair, the Past Chair in the first year after leaving office (if still a member of CAPC), the Secretary, and the Chairs of the CAPC Committees.
1. The duties of the Past Chair, if this person is still a member of CAPC, will include, but not be limited to serving in an advisory capacity to the sitting Chair, the CAPC Execs, and the Assembly.
  2. The CAPC Execs, functioning as the Executive branch of CAPC, will meet between the scheduled times of the Assembly and conduct business in its stead. All actions of the CAPC Execs will be subject to the approval of the Assembly at its next regularly scheduled meeting.
  3. The Chair of CAPC will chair the meetings, set the meeting dates for this Committee, and call additional meetings or cancel them if there is no business to conduct.
  4. Regular meetings of the CAPC Execs will include the University Registrar or designee in an *ex officio*, non-voting capacity as well as CAPC's support staff.
  5. The Executive Committee will perform the following duties, but is not limited to these:
    - a. Discuss curricular and policy issues brought to it by the Committees or members of the university faculty or administration and determine the appropriate action within the CAPC structure or referral to other relevant entities.
    - b. Invite and approve members from the wider campus community to serve as expert informants to the various CAPC Committees. Such invitations must come at the request of the Committee or Subcommittee.
    - c. Review and set the agenda for the upcoming Assembly meetings.
- C. There will be five Committees of CAPC: The Undergraduate Programs, Graduate Programs and Policies, Undergraduate Policies, Academic Review and General Education Committees.
1. The Culture Cluster Subcommittee will report to the Undergraduate Programs Committee. The General Education Committee will have reporting to it the six Subcommittees these bylaws require. The Academic Review Committee will have reporting to it the four Subcommittees these bylaws require.
  2. The focus, roles, and expectations of the standing committees are identified in subsections D through H of this article, below. Established practices, tools, and reports will be shared with Committee and Subcommittee chairs by the Execs in order to support continuity where practicable. Additional charges or desired outcomes, as needed in any given academic year, should be communicated by the Chair.

3. The Committee Chairs are to bring to their groups the assignments and deadlines for which their Committee holds responsibility.
  4. The Committees should keep records of their discussions and actions and have those available for consideration of proposals at CAPC Exec.
  5. Committee Chairs, upon request, will write in a timely manner an evaluation of a member's productivity within the group. Such evaluations will be sent to the member for inclusion in the Five-Year Review or Tenure/Promotion portfolios. The Chairs, in turn, will be evaluated, upon request, by the CAPC Chair with input from the Committee or Subcommittee members.
- D. The Undergraduate Programs Committee, Chaired by the Associate Provost for Academic Affairs, or other administrator appointed by the Provost, will consist of an undergraduate student, at least eight faculty CAPC members who are as representative as possible of each of the colleges/schools of the university and the non-classroom faculty, one of whom must be a library representative CAPC member, and the Facilitator of the Council of Professional Education (CPE), who is an *ex-officio* voting member. If the Facilitator of CPE is not a faculty member, this person will be added to serve as an *ex-officio*, non-voting member.
1. The duties of the Undergraduate Programs Committee will consist of, but not be limited to:
    - a. Evaluating all undergraduate curricular proposals, with the exception of the General Education elements of proposals, which shall be reviewed by the General Education Committee.
    - b. Assisting departments and faculties in the initial preparation of course and program proposals.
    - c. Assessing course changes or proposals suitable for 'circulation' to the campus, in lieu of Assembly action. Generally, suitability is determined based on the nature of the proposed change and its potential for impact on other courses or programs.
    - d. Reviewing proposed changes to programs, degree requirements, minors, concentrations, and certificate programs.
    - e. Passing on to the Assembly, within the deadlines set for the action, its recommendation or non-recommendation of programs, courses or changes.
  2. The Culture Cluster Subcommittee will have five members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC Undergraduate Programs Committee, and the following *ex-officio* voting members: one culture cluster specialist recommended to the CAPC Chair by the Chair of the Department of Languages and Cultures, and three other faculty, recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges must be

represented on the committee. The CAPC Chair with the advice and consent of the CAPC Executive Committee appoints all recommended faculty and has the right of non-consent for appointments to the Culture Cluster Subcommittee.

a. The duties of the Culture Cluster Subcommittee will include, but not be limited to:

- 1) Setting criteria and reviewing these criteria for courses having the Culture Cluster designation.
- 2) Soliciting input on these criteria from major departments that use the cluster option for their foreign language requirement and from the Department of Languages and Cultures.
- 3) Reviewing initial proposals for courses requesting the cluster option, especially as these conform to the criteria developed in item 1 above.
- 4) Monitoring existing cluster courses for conformity to the criteria developed in item 1 above as part of regular review and through a periodic review and revalidation process.
- 5) Informing the Undergraduate Programs Committee about possible non-compliance of a given course.
- 6) Monitoring the availability of adequate Culture Cluster courses, encouraging departments to offer such courses as needed, and reporting issues to the CAPC Execs through the Undergraduate Programs Committee Chair.

E. The Graduate Programs and Policies Committee, Chaired by the Graduate Dean or other administrator appointed by the Provost, will consist of one graduate student, at least five elected CAPC faculty members who are as representative as possible of each of the colleges/schools of the university and the non-classroom faculty, one of whom must be a library CAPC member, and the Facilitator of the CPE, who is an ex-officio voting member. If the Facilitator of CPE is not a faculty member, this person will be added to serve as an *ex-officio*, non-voting member.

1. The duties of the Graduate Programs and Policies Committee will consist of, but not be limited to:

- a. Evaluating all graduate curricular and policy proposals as well as university-level policy proposals.
- b. Assisting departments and faculties in the initial preparation of graduate course and program proposals.
- c. Reviewing revisions to existing programs, courses, concentrations, and requirements.

- d. Assessing course changes or proposals suitable for ‘circulation’ to the campus, in lieu of Assembly action. Generally, suitability is determined based on the nature of the proposed change and its potential for impact on other courses or programs.
  - e. Sending on to the Assembly, within the established deadlines, recommendations or non-recommendations on matters brought before it.
- F. The Undergraduate Policies Committee, chaired by a CAPC member appointed by the CAPC Chair, will consist of at least four elected CAPC faculty members who are as representative as possible of each of the colleges/schools of the university, one of whom must be a representative of the non-classroom faculty, as well as the Registrar as a non-voting *ex-officio* member.
- 1. The duties of the Undergraduate Policies Committee will consist of, but not be limited to:
    - a. Reviewing new policy or existing policy change proposals for undergraduate and university-level education.
    - b. Reviewing campus and national trends in academic standards and recommending alterations when needed.
    - c. Proposing policy changes as needed in response to trends in petitions for exception to policy.
    - d. Reviewing and recommending changes to existing policies when needed.
    - e. Sending to the Assembly, within the timelines established, recommendations or non-recommendations on matters brought before it.
- G. The General Education (Gen Ed) Committee will consist of a Chair appointed by the CAPC Chair, at least six elected CAPC faculty members who are as representative as possible of each of the colleges/schools of the university and the non-classroom faculty, and a College Dean designated by the Provost. The College Dean will serve in an *ex-officio*, non-voting capacity. The six elected CAPC members on the General Education Committee will also serve as members of the six Subcommittees: one each on the Interdisciplinary, Diverse Communities, Ethics, Distributed Disciplinary Foundations, Writing Emphasis, and Speaking Emphasis Subcommittees. The CAPC member on each Subcommittee will serve as Chair of the Subcommittee upon appointment by the CAPC Chair with the advice and consent of the CAPC Executive Committee.
- 1. The duties of the Gen Ed Committee include, but will not be limited to:
    - a. Overseeing the work of the subcommittees and alerting the subcommittee Chairs as to possible problems.

- b. With input from the various subcommittees, recommending and reviewing the philosophy and goals of the General Education program as needed.
- c. Receiving the reports of the subcommittees and melding them into an overall report for the Assembly.
- d. Monitoring campus and national trends in General Education.
- e. Reviewing proposals for General Education courses, as recommended or not recommended by the Subcommittees.
- f. Reviewing compliance of approved General Education courses with the System's standards and the delivery of the courses in conformity to the approvals originally made.
- g. Conducting program level general education assessment and reporting on results in a manner that allows for departments offering general education to make improvements based on assessment results (closing the feedback loop) and documenting those improvements efforts for inclusion in later rounds of assessment.
- h. In the person of the Chair, reporting on the work of the Committee to the CAPC Execs and Assembly.
- i. Submitting to the Assembly, according to the deadlines set for the tasks, the recommendations or non-recommendations on matters before it.
- j. Review and revalidation of courses serving the General Education Program entails the following:
  - 1) Review and revalidation provides assessment as an ongoing function for the System's requirements and those of other inside and outside campus agencies and accrediting bodies.
  - 2) Developing a methodology for communicating clearly with departments how their courses are or are not meeting system, accrediting agency or the department's own goals.
  - 3) Working with departments to alter courses or goals, when these are found deficient.
  - 4) Recommending re-approval or denial of re-approval for all courses offered as a General Education or General Degree Requirement option to the General Education Committee.
  - 5) Before a recommendation to not re-approve is finalized, the department may appeal to the General Education Committee for re-consideration.
  - 6) Receiving and acting on the non-compliance reports of the Subcommittees.
  - 7) Monitoring the University Catalog for accuracy as to those courses re-approved and those denied approval.

2. The Interdisciplinary Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee appoints all recommended faculty and has the right of non-consent for appointments to the Interdisciplinary Subcommittee.
  - a. The duties of the Interdisciplinary Subcommittee will include, but not be limited to:
    - 1) Setting criteria for and reviewing these criteria for the Interdisciplinary designation.
    - 2) Reviewing initial course proposals for conformity to the standards set out in duty 1.
    - 3) Monitoring existing courses with this designation for conformity to the standards set in item 1.
    - 4) Monitoring the availability of Interdisciplinary courses, encouraging departments to offer such courses as needed, and reporting any issues to the Gen Ed Execs.
    - 5) Informing the Gen Ed Committee of possible non-compliance of a given course.
3. The Diverse Communities Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Diverse Communities Subcommittee.
  - a. The duties of the Diverse Communities Subcommittee will include, but not be limited to:
    - 1) Setting criteria and reviewing these criteria for courses having the Diverse Communities designation.
    - 2) Reviewing initial proposals for courses requesting the Diverse Communities designation, as these conform to the criteria established in item 1.
    - 3) Monitoring existing courses for conformity to the criteria developed in item 1.
    - 4) Monitoring the availability of Diverse Communities courses, encouraging departments to offer such courses as needed, and reporting issues to the Gen Ed Execs.
    - 5) Informing the Gen Ed Committee of possible non-compliance of a given course.

- 6) Monitoring the research in and possible shifting meaning of the term “Diverse Communities.”
4. The Ethics Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Ethics Subcommittee.
    - a. The duties of the Ethics Subcommittee will include, but not be limited to:
      - 1) Setting criteria and reviewing these criteria for courses having the Ethics designation.
      - 2) Reviewing initial proposals for courses requesting the Ethics designation, as these conform to the criteria established in item 1.
      - 3) Monitoring existing courses for conformity to the criteria developed in item 1.
      - 4) Monitoring the availability of Ethics courses, encouraging departments to offer such courses as needed, and reporting issues to the Gen Ed Execs.
      - 5) Informing the Gen Ed Committee of possible non-compliance of a given course.
  5. The Distributed Disciplinary Foundations Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Distributed Disciplinary Foundations Subcommittee.
    - a. The duties of the Distributed Disciplinary Foundations Subcommittee will include, but not be limited to:
      - 1) Setting criteria and reviewing these criteria for the courses offered as part of the Distributed Disciplinary Foundations.
      - 2) Reviewing initial proposals for courses requesting this designation, especially as these conform to the criteria of item 1.
      - 3) Establishing a balance of course offerings in the Distributed Disciplinary Foundations.
      - 4) Monitoring the availability of course offerings in the various disciplinary categories, encouraging departments to provide adequate sections, and reporting issues to the Gen Ed Execs.
      - 5) Monitoring existing courses taught under this designation for conformity to the criteria in item 1.

- 6) Informing the Gen Ed Committee of possible non-compliance of a given course.
  - 7) Working with the Provost's Office to identify changes in System requirements and possible effects on distributive areas and communicating such effects to potentially affected departments.
6. The Writing Emphasis Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and three ex-officio voting members: one who is a writing specialist recommended to the CAPC Chair by the Chair of the Department of English, and two other faculty, recommended by the Deans of the Colleges at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Writing Emphasis Subcommittee.
- a. The duties of the Writing Emphasis Subcommittee will include, but not be limited to:
- 1) Setting criteria and reviewing these criteria for the Writing Emphasis designation for courses.
  - 2) Reviewing initial proposals for this designation especially as these conform to the criteria of item 1.
  - 3) Monitoring existing courses for compliance with the Writing Emphasis criteria in item 1.
  - 4) Informing the Gen Ed Committee as to possible non-compliance by an existing course.
  - 5) Monitoring the availability of Writing Emphasis courses, encouraging departments to offer such courses as needed, and reporting any issues to Gen Ed Execs.
  - 6) Examining campus and national trends dealing with writing and suggesting ways that Writing Emphasis courses might address these trends.
7. The Speaking Emphasis Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and three ex-officio voting members: one who is a specialist in public speaking recommended to the CAPC Chair by the Chair of the Department of Communications Studies, and two other faculty, recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Speaking Emphasis Subcommittee.
- a. The duties of the Speaking Emphasis Subcommittee will include, but not be limited to:

- 1) Setting criteria and reviewing these criteria for the Speaking Emphasis designation for courses.
- 2) Reviewing initial proposals for this designation especially as these conform to the criteria of item 1.
- 3) Monitoring existing courses for compliance with the Speaking Emphasis criteria in 1).
- 4) Informing the Gen Ed Committee as to possible non-compliance by an existing course.
- 5) Monitoring the availability of Speaking Emphasis courses, encouraging departments to offer such courses as needed, and reporting any issues to Gen Ed Execs.

H. The Academic Review Committee (ARC) will consist of a Chair appointed by the CAPC Chair and at least four elected CAPC faculty members who are as representative as possible of each of the colleges/schools of the university.

1. The four elected CAPC representatives on the Academic Review Committee will also serve as members of the four Subcommittees: one each on the Program Review Subcommittee, the Low Enrollment Advisory Subcommittee, the Course Review and Revalidation Subcommittee and the Course Delivery Subcommittee. The CAPC member on each subcommittee will serve as Chair of the subcommittee upon appointment by the CAPC Chair with the advice and consent of the CAPC Executive Committee.
2. The duties of the Academic Review Committee include, but will not be limited to:
  - a. Overseeing the work of the subcommittees and alerting the ARC Chairs as to possible problems.
  - b. Receiving the reports of the subcommittees and melding them into an overall report for the Assembly.
  - c. Reviewing proposals for program review, low enrollment recommendations, course revalidations and course modality actions as recommended or not recommended by the Subcommittees.
  - d. Reviewing compliance of approved courses with the System's standards and the delivery of the courses in conformity to the approvals originally made.
  - e. In the person of the Chair, reporting on the work of the Committee to the CAPC Execs and the Assembly.
  - f. Submitting to the Assembly, according to the deadlines set for the tasks, the recommendations or non-recommendations on matters before it.
3. The Program Review Subcommittee will have four members. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review

Committee, and three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Program Review Subcommittee.

- a. The duties of the Program Review Subcommittee will include, but not be limited to:
  - 1) Working with the university Program Review Officer to provide feedback on the process, findings and outcomes of program review, with a particular focus on the previous year's completed reports and noting trends over time.
  - 2) Examining campus and national trends dealing with program evaluation innovation, and when consulted, suggesting ways that programs might deal with these trends.
  - 3) Monitor the status of new undergraduate and graduate programs/concentrations for a period of three years after such programs/concentrations have been approved by the Undergraduate and Graduate Programs Committees as pertains to enrollment, resource and support needs
  - 4) Recommend changes and/or provide information about sources of support to departments housing new programs/concentrations, where necessary, during the three-year monitoring period.
  
4. The Low Enrollment Advisory Subcommittee will have four members. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, and three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Low Enrollment Advisory Subcommittee.
  - a. The duties of the Low Enrollment Advisory Subcommittee will include, but not be limited to:
    - 1) To the extent allowed by System policy, setting local criteria, and submitting them to the CAPC Assembly for approval, for the review of low enrollment undergraduate and graduate programs, thus ensuring a faculty voice in discussions about low enrollment programs at the local level.
    - 2) Reviewing low enrollment data submitted by administrators and departments for accuracy.
    - 3) For those programs that meet the criteria of "low enrollment", engaging with program faculty to understand context, provide support, and offer

recommendations for programs to consider in order to help boost enrollment, as appropriate.

- 4) Formulating the results of assessment of low enrollment undergraduate and graduate programs in reports to the Academic Review Committee and recommending actions based upon these reports.
5. The Course Review and Revalidation Subcommittee will have at least four members. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, and at least three ex-officio faculty voting members who will serve one-year terms. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Course Review and Revalidation Subcommittee.
- a. The duties of the Course Review and Revalidation Subcommittee will include, but not be limited to:
    - 1) Review compliance of approved courses with University policy and conformity to the approvals originally made as represented in the Course Catalog.
      - a) As part of the university program review cycle, reviewing all non-general education course syllabi to ensure that required elements are included (as per University policy).
      - b) For those same courses, review course title, number and descriptions to ensure that current syllabi are consistent with the catalog.
    - 2) Working with the University Registrar, identify courses that have not been offered within the past five years and suggest course inactivation to the appropriate departments.
6. The Course Delivery Subcommittee will have four members. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, and at least three ex-officio faculty voting members who will serve one-year terms. At least two of these faculty will have extensive training and experience in distance education. These faculty will be recommended by the Deans of the Colleges, at the request of the CAPC Chair. At least three colleges/schools must be represented on the committee. The CAPC Chair, with the advice and consent of the CAPC Executive Committee, appoints all recommended faculty and has the right of non-consent for appointments to the Course Delivery Subcommittee.
- a. The duties of the Course Delivery Subcommittee will include, but not be limited to:
    - 1) Recommending initial criteria and periodically reviewing these criteria for specific course modalities, including but not limited to distance and condensed format delivery.

- 2) Working with the WCU Teaching and Learning Center to ensure consistency in application of University policy concerning distance and other modalities.
- 3) When requested by the CAPC Execs, participating in the periodic review of the distance education faculty training program.
- 4) Monitoring the research in existing and emerging course modalities.

#### I. Ad Hoc Committees

1. The CAPC Chair, a majority of the CAPC Execs, or the Assembly by regular motion may establish an Ad Hoc Committee for accomplishing some specific task.
2. The CAPC Chair will determine the number of people needed for the task, the charge to that Ad Hoc Committee, its Chair, and the timeline by which the task is to be accomplished.
  - a. Persons who are not CAPC members may be appointed to Ad Hoc Committees and Chair them, but they serve as *ex-officio* voting members.
  - b. If the Ad Hoc Committee has not completed its task within its timeline, its Chair may request an extension, or the Ad Hoc Committee could be required to bring its progress on the task to the Assembly for its consideration.
3. Upon completion of its task, the Ad Hoc Chair will submit a written report to the CAPC Chair and, if requested by the Chair, render an oral report to the Assembly.
4. All Ad Hoc Committees, as is usual for such groups, dissolve when their task is complete.
5. No Ad Hoc Committee can assume the right to be a de facto Standing Committee unless these bylaws are amended to include its presence as a standing committee.

#### **ARTICLE EIGHT: MEETINGS**

- A. The CAPC Assembly will meet at a time and place determined by the CAPC Chair with the advice of the CAPC Execs. Such meetings will be held at least three times each semester, but the CAPC Chair, with the advice and consent of the Executive Committee, may call additional meetings as needed. Such meetings shall be voluntary, and any business conducted at such meetings shall be either approved or disapproved at the next full meeting of the CAPC Assembly.
  1. The agenda for the Assembly and necessary supporting materials will be distributed to members at least one week before the scheduled meeting.
  2. All Committee and Subcommittee Chairs, including Ad Hoc Chairs whose Committees have completed their tasks or who have been required to report on their lack of progress,

are to report to the Assembly. Actions recommended and without recommendation should be brought to the Assembly for its disposition.

3. Interested parties who are not CAPC members may attend as guests, but such people speak only upon the approval of the members as signified by recognition by the Chair of CAPC.
- B. Quorum for the conduct of business in the Assembly is a majority of its members or their official proxies.
  - C. Quorum for all Committees, and Subcommittees will be a majority of all the committee's members.
  - D. Members of the University community who are not members of CAPC may apply to the Chair of CAPC for the opportunity to make a statement during discussions of the CAPC Assembly.

#### **ARTICLE NINE: INFORMAL CAUCUSES**

- A. Caucuses within or among academic units may be requested by any faculty member or party noted in these bylaws. Such requests should be directed to a CAPC representative who will convene and facilitate a Caucus meeting.
  1. The Caucuses are not intended to function as a formal part of CAPC, but to provide an opportunity for the wider campus to consider special issues or concerns related to curriculum and/or academic policy.
  2. The Convening Representative is responsible for reporting back to the CAPC Execs, or the relevant Committee or Subcommittee, the summary of concerns voiced.
  3. A Caucus may discuss issues and request that a report of its discussions be taken to the CAPC Execs and the appropriate CAPC body. The caucuses are convened for informational purposes only. CAPC and its committees are not bound by the discussions within a caucus or any report of those discussions it provides.

#### **ARTICLE TEN: PARLIAMENTARY AUTHORITY**

- A. The business of the Assembly will be conducted by some Parliamentary Authority. The other groups of CAPC may conduct their business in a less formal manner, if the group agrees.
- B. The CAPC Chair will announce which of the Parliamentary authorities will be used in all matters not covered in these bylaws at the first Assembly in the fall. Once selected, that authority is in effect until the next fall, when the Chair might select some other source.

C. The Chair may select a Parliamentarian to aid the Chair and the members for one year. The position may be renewed each fall by the sitting Chair. The Parliamentarian serves at the pleasure of the Chair, may be removed at any time, and has no voting or advocacy rights unless the person is also a member of CAPC.

**ARTICLE ELEVEN: JOINT MEETINGS**

A. At least two times a semester, and more frequently if needed, at the Provost's request, the CAPC Chair and Vice Chair will meet with the Provost and the APSCUF President to address internal and external issues and mandates and their implications for WCU, the needed timelines for responses, and the next action steps.

**ARTICLE TWELVE: AMENDMENTS AND REVIEW**

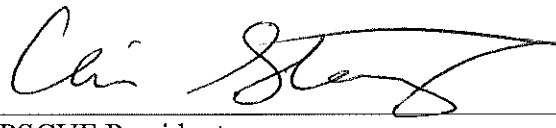
A. Proposed Amendments to these bylaws may be submitted to the CAPC Execs by any member for consideration of the Assembly. Amendments agreed upon by the Execs will follow the same approval process as that by which these bylaws were finalized.

B. These bylaws will be reviewed in five years. The Chair of CAPC, the President of APSCUF, and the Provost or their designees will conduct the review using the same process as that by means of which these bylaws were finalized and approved, consistent with the CBA.

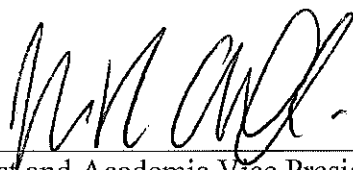
THESE BYLAWS, APPROVED BY LOCAL MEET AND DISCUSS ON APRIL 7, 2026, AND STATE MEET AND DISCUSS ON APRIL 10, 2026, WILL SUPERCEDE ANY PREVIOUS CAPC BYLAWS AS OF THE DATE OF APPROVAL.

  
\_\_\_\_\_  
CAPC Chairperson

Date 4/13/26

  
\_\_\_\_\_  
APSCUF President

Date 4/13/26

  
\_\_\_\_\_  
Provost and Academic Vice President

Date 13 April 26

Amendment Record: 2012, 2016

Amended: February 2026



## APPENDICES

### Appendix 1: WCU Distance Education Approval Process and Procedures

WCU's Curriculum and Academic Policies Council (CAPC) and the Provost must approve a proposal for distance instruction before the course is taught. Faculty seeking to offer courses in any of the distance modalities described below must seek approval through CAPC. In submitting a course for a distance education (DE) method of delivery, the department must certify that the instructor assigned to teach the DE course meets or will meet the requirements outlined in the **'Training of New and Experienced Distance Education Faculty Policy'** before the start of the term in which the course is offered. Courses carrying attributes (e.g., Interdisciplinary, Diverse Communities, Ethics, Distributive Area, Culture Cluster, or Writing/Speaking Emphasis) as well as the DE designation must also be approved by the relevant CAPC subcommittee(s). Criteria for obtaining a course attribute designation can be obtained from CAPC.

#### Process for Distance Education Approval

A proposal to offer a course via DE will be submitted via the Course Inventory Management (CIM) system: <https://nextcatalog.wcupa.edu/courseadmin/>.

In CIM, preparers will have 4 options to define the maximum percentage of the course that will be delivered via distance:

- **In Person:** Face-to-face instruction at scheduled times and in a scheduled room; may include up to 25% of instruction via distance, which may be synchronous or asynchronous.
- **Blended:** Combination of in person and between 30-79% of instruction via distance, which may be synchronous or asynchronous.
- **Distance Majority:** Combination of in person (1-19%) and between 80-99% of instruction via distance, which may be synchronous or asynchronous.
- **Distance Full:** Fully remote (100% distance), which may be synchronous or asynchronous.

The approved method of delivery indicates the highest allowable percentage of distance instruction; however, a course approved at a particular level of distance instruction can be taught at a lower percentage. For example, a course approved as blended may be taught in person or in blended format, but not in Distance Majority or Distance Full. A course approved to be taught 100% distance can be taught via in-person, blended, or distance majority formats.

Departments are asked to indicate the frequency of DE delivery on the CIM proposal. Namely, faculty will be asked which of the following apply to the course:

- Permanently replace in-person delivery for existing course
- Regularly offered in both distance and in-person delivery
- Distance education only (created as a DE course, will not be offered in person)

- Single section taught in multiple simultaneous modalities<sup>1</sup>

**Existing individual course(s) (30-day timeline)**

In order to meet the requirements of the CBA, if the desired action is approval of the distance education designation for a course already in the database, the proposal must be submitted to CAPC no later than 30 school days before the next scheduled CAPC assembly. The CAPC Assembly and relevant subcommittees will approve/disapprove the distance education designation for the course within 30 school days of submission. The 30-day approval process will not be in effect over the summer session or in between semesters. Proposals that have to be returned for resubmission will restart the 30-day clock upon resubmission. The requirements for submitting a proposal to add the distance education designation to existing courses are the same as those listed above under those for new courses.

**Course Section Scheduling**

Once approved, the course will be available in the CourseLeaf Section Scheduler (CLSS) with the following modality options, as applicable:

- In Person (0-25% distance)
- Blended (30-79% distance)
- Distance Majority (80-99% distance)
- Distance Synchronous (100% distance, 1-100% synchronicity)
- Distance Asynchronous (100% distance, 0% synchronicity)
- Multi-classroom synchronous<sup>2</sup>
- Simultaneous modalities<sup>2</sup>
- Hyflex<sup>2</sup>

Modes of Instruction (APSCUF CBA 41.B.2)	Implementation at WCU	
	In CIM (for review and approval)	In CLSS (for building class sections)
Face-to-face	In Person (0-25%)	In Person
Synchronous distance education <sup>3</sup>	Distance Full (100%)	Distance Synchronous (100%)

<sup>1</sup> This designation is required for the following modalities defined in the APSCUF CBA: multi-classroom synchronous, simultaneous modalities, and hyflex.

<sup>2</sup> Courses to be offered in these modalities must be approved to be taught in multiple simultaneous modalities.

<sup>3</sup> Both “synchronous distance education” and “mixed remote” would use the Distance Synchronous option, where the former is 100% distance and the latter is any percentage chosen by the department.

Multi-classroom synchronous	Distance Full (100%) & Single section taught in multiple simultaneous modalities	In Person and Distance Synchronous
Asynchronous distance education	Distance Full (100%)	Distance Asynchronous
Blended/hybrid	Blended (30-79%)	Blended
Simultaneous modalities	Distance Full (100%) & Single section taught in multiple simultaneous modalities	In Person and Distance Synchronous
Hyflex	Distance Full (100%) & Single section taught in multiple simultaneous modalities	In Person and Distance Synchronous
Mixed remote <sup>3</sup>	Distance Full (100%)	Distance Synchronous (1-100%)

## Syllabus

Faculty and departments are expected to ensure that DE courses meets expectations in the following five areas, and that this information is clearly conveyed via the course syllabus. The syllabus for a distance education course must include statements to address all of the following:

### A. *Delivery and Format*

1. How the course will be delivered and administered (i.e., with a secure login using a West Chester University provided application).
2. The method of delivery (what percentage of the course will be offered via distance) and what percentage of the distance component is synchronous and/or asynchronous.

### B. *Communication*

1. A clear statement on how and when online office hours are conducted and ways in which instructor(s) may be contacted.
2. A schedule of class activities, including due dates for all course activities and, if applicable, a schedule of when students must be in attendance for traditional in-class instruction or for synchronous distance instruction.

### C. *Instruction and Assessment*

1. A method for communicating expectations for participation in online discussions, email, and other forms of communication.
2. An explanation of activities that encourage student participation and engagement (including student-student and student-faculty interaction) through appropriate learning activities that are linked to the course Student Learning Outcomes. Explanations must also be aligned with **substantive interaction** and **regular**

**interaction** as defined by the Middle States Commission on Higher Education and outlined under the Background section of this policy<sup>4</sup>.

3. Assessment/evaluation methods for measuring course objectives via the distance education format.
4. Method for ensuring the integrity of evaluation methods, including information about proctored exams, if relevant.

*D. Preparation and Technical Requirements*

1. The minimum level of background knowledge and academic skills needed for success.
2. The minimum technical skills needed for students to be successful (e.g., students can open/save/edit Word/PowerPoint/Excel/ PDF; students can upload/download documents to D2L, view video files; navigate D2L tools, discussions), and information directing students who lack minimum technical skills to WCU's training resources.
3. Required hardware (e.g., device type, webcam, headset, microphone, bandwidth) and software (e.g., version of operating system, word processing software).

*E. Resources and Accessibility*

1. Clear instructions for students to access and utilize academic support services, technical services, and student support services at a distance.
2. Course materials (e.g., syllabus, slides, videos, graphics, readings, assignments, learning activities, etc.) meet WCU accessibility standards.

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<sup>4</sup> See the Distance Education Course Policy

December, 2024

TO: Dr. Margaret Ervin  
Chapter President  
West Chester APSCUF

Dr. Laurie Bernotsky  
President  
West Chester University

FROM: *Nadene L'Amoreaux*/MRD  
\_\_\_\_\_  
Nadene L'Amoreaux  
Spokesperson,  
State Meet and Discuss, APSCUF

*Brian Mbuu*  
\_\_\_\_\_  
Brian A. Mbuu  
Assistant Vice Chancellor  
for Labor Relations PA  
State System of Higher  
Education

Date 12/9/2024

Date 12/13/2024

This memorandum acknowledges that the Distance Education Policy of the Curriculum and Academic Policies Council have been reviewed by State Meet and Discuss.

Attachment


cc: Pennsylvania State System Meet and Discuss Team  
APSCUF State Meet and Discuss Team

December 3, 2024

TO: Mary Rita DuVall  
APSCUF

Brian A. Mbuu  
PA State System of Higher Education

FROM:



Dr. Chris Stangl  
Chair, WCU Meet and Discuss



Jeffery L. Osgood, Jr., PhD, MPA  
Executive Vice President and Provost (Interim)

Date: 12/3/24

Date: 12-3-24

RE: Distance Education Policy of the Curriculum and Academic Policies Council

This memorandum acknowledges that the Distance Education Policy of the Curriculum and Academic Policies Council has been approved at West Chester University Meet and Discuss.

Attachment