

**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, whose membership, 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 sub-committee:
        - a) The Culture Cluster Committee, herein called CC
    - b. The Graduate Programs and Policies Committee.
    - c. The Undergraduate Policies Committee.
    - d. The General Education Committee
      - 1) Four standing general education sub-committees:
        - a) The Writing Emphasis Sub-committee, herein called W.
        - b) The Interdisciplinary Sub-committee, herein called I.
        - c) The Diverse Communities Sub-committee, herein called J.
        - d) The Distributive Areas Sub-committee, herein called DA.
    - e. The Academic Review Committee
      - 1) Four standing academic review sub-committees:
        - a) The Program Review Sub-committee.
        - b) The Low Enrollment Advisory Sub-committee
        - c) The Course Review and Revalidation Sub-committee.
        - d) The Course Delivery Sub-committee
- 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 provide direct feedback to CAPC.

### **ARTICLE THREE: PURPOSES AND FUNCTIONS**

- A. CAPC addresses two curricular purposes. One is to develop, revise, and recommend academic creation of new or elimination of existing academic programs sent 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 Academic Vice President and Provost, herein called the Provost, curricular and academic policy matters.
1. The purposes of CAPC will be carried out within the structure indicated by 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 and 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 the Assembly.
    - a. Should the last of these options happen, the Executive Council of CAPC may meet with all due speed with the Provost to discuss the difference between CAPC and the Provost.
    - 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 decision 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 recommend:
1. Ensuring integrity of the curriculum and planning for the future.
  2. Program approvals, revisions, moratoria and deletions.
  3. Certificate program approvals, revisions, moratoria or deletions.
  4. Approvals, revisions, moratoria or deletions of minors.
  5. General Education issues, assessment, and revisions of General Education programs.
  6. Course modality approvals, revisions or deletions (such as distance learning or condensed format).
  7. Course approvals, revisions or deletions.
- C. The specific academic policy purposes of CAPC, although not limited to the following, will be to recommend:
1. Reviews, revisions and deletions of existing policies.
  2. New policies.
  3. Academic standards (including academic integrity) and academic planning issues.

4. Academic admission, transfer, readmission, dismissal, and probation policies or their changes.
5. Graduation credit requirements.
6. Order of scheduling, both priority and regular.
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 (ADA) academic compliance.
14. Academic calendar.
15. Appropriate changes to university catalogs to ensure accuracy.
16. University policies of assessment of student learning outcomes to ensure its practice across the institution.

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

- A. The CAPC Assembly, herein called The Assembly, will consist of:
  1. Nine faculty from the College of Arts and Sciences, three faculty from each of the remaining Colleges, one library faculty representative, one faculty member elected from the other non-classroom non-library faculty, twelve faculty elected at-large, four undergraduate students and two graduate students. No more than three faculty from any department may serve on CAPC simultaneously and no more than two faculty from any department may hold College seats. Both the Dean of Graduate Studies and Extended Education and the Dean of Undergraduate Studies and Student Support Services. This addition isn't a sentence. Does it matter?
    - a. Members of CAPC have all rights usual for membership in a deliberative body. The CAPC officers must be faculty, and the administrators, whether by virtue of their position or appointment, serve as ex-officio 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. The election of at-large representatives will precede that of the College representatives.
    - 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 Recording Secretary in writing prior to the Assembly in which the alternate is to serve.

2. The undergraduate student members will be elected or appointed by the Student Government Association, but one of these should be the sitting President or designee. The graduate student members will be elected or appointed by the Graduate Student Association, but one of these should be the GSA's sitting President or designee. The Provost will appoint a College Dean to serve as an ex-officio, non-voting member of the General Education Committee.
- B. Members of CAPC should be prepared to serve on the council's committees, attend all meetings either themselves or through their official proxy, prepare for participation by reading the materials scheduled for meetings, act in advocacy and active discussion on all matters brought to the Assembly, and serve as liaison when appointed by the CAPC Execs.
1. It is the responsibility of the member to see that the proxy attends the meetings that s/he was elected to cover.
- 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 dealing with its functions 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 the proxy for two meetings of either the Assembly, Committee or Sub-Committee meetings. Lack of service to the Committee, Sub-Committee, or liaison appointment also constitutes grounds for recall. Recall of Members will follow the procedure set in the parliamentary authority used by the Assembly.

#### **ARTICLE FIVE: ELECTIONS PROCESS**

- A. Elections are held by the CAPC membership annually. The term of office for all elected and appointed representatives to the Assembly will be for 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 with the exception of student members, whose 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 will circulate a call for nominations for at-large positions no later than February 15th and for college, library, and non-classroom faculty positions, no later than two weeks after the results from the at-large elections have been certified. Their respective constituent group will elect the specific constitutives.
  2. The at-large elections, conducted by APSCUF, will take place after February 15th.
  3. The elections for college, library, and non-classroom faculty positions, conducted by APSCUF, will take place after the at-large elections have been certified.
  4. A department may have a maximum of three representatives on CAPC, only two of which may be college representatives (at least one, then, must be elected at-large).
  5. Terms for College, at-large faculty representatives, and proxies are renewable, but candidates must stand for re-election.

- D. Following the at-large and College elections, as well as the administrative and student 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.
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. The student representatives should be appointed by the procedures specified by the bylaws of their organizations. The College Dean serving as an ex-officio, non-voting member of the General Education Committee serves through appointment of the Provost. Names of appointed individuals will be provided to the CAPC Executive Secretary.
  3. At the last regularly scheduled meeting in the spring semester, the body will adjourn *sine die* at the conclusion of the regular business agenda. Immediately following the *sine die* adjournment of the previous council, the newly elected 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 Executive Secretary.
  4. The non-appointed officers will be elected by the newly constituted membership at the last regular Assembly meeting following the election results in the spring semester. 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, a Vice Chair, and an Executive Secretary, each elected or appointed (as described in these bylaws) 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. The election will be by written ballot with a majority of voting members present and casting votes needed to elect. If a run-off election is necessary to secure the majority, then the top two candidates receiving a plurality will stand again to receive the majority. Elected officers hold their office for one year, with the right to be re-elected for up to two additional one-year terms. No elected officer may serve longer than three consecutive years in the same office. 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 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, and this unexpired term will not count as part of the two consecutive terms stipulation in Article Six, A.
- 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 distributing needed materials to the members.
  4. With the advice of the Executive Committee, setting the agenda for the Assembly, 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.

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 the reports and minutes of the various Committees and Sub-Committees.
  8. Upon request, writing letters of evaluation for Officers or Committee Chairs with input from the person's Committee, 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. To briefly review all forwarded CAPC proposals to ensure they have been sent to the appropriate committee chairs.
  3. Receiving the reports of the various CAPC Committees, alerting the Chair and the Executive Committee as to actions taken by these bodies, and seeing to the distribution of these reports to the campus community.
  4. Serving as liaison, or appointing a designee, to internal and external program review steering committees.
  5. Serving in various capacities as determined by the Chair and the Executive Committee.
- E. The duties of the Executive 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 and CAPC Exec minutes, as well as their distribution to the campus community.
  4. Assuming responsibility for electronic distribution of materials not under the purview of the Vice Chair.
  5. 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, and election of a replacement member to serve 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 Executive Secretary with all dispatch.
  6. 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. Upon receiving from the Provost notification of those actions bearing final approval, approval with alterations, or disapproval, the Executive Secretary will report to the Executive Committee of the disposition of the recommendation. Upon final approval or disapproval, the Executive Secretary will initial the decision and secure the Provost's initials, both verifying accuracy. The Executive Secretary is responsible for oversight of these documents in both hard copy and electronically.
  7. Executing all correspondence as requested by the Chair or the Executive Committee.

8. Ensuring the storage of CAPC actions electronically and on an archival system designed for such storage.

F. Duties of the Chairs of CAPC Committees and Sub-Committees include, but are not limited to:

1. Convening and chairing meetings of the CAPC Committees and Sub-Committees.
2. Insuring that the Committees and Sub-Committees 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 Sub-Committees, 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 course 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 Sub-Committees may invite such people to attend their committee meetings. Such non-members may speak at the Assembly upon invitation.

- H. The officers 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 by the Provost and APSCUF with final details specified in a yearly side-letter of agreement.

#### **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. The Tenure/Promotion Committees should be made aware that a faculty member claiming work on a given CAPC Committee should present the evaluation of that work.

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.
2. The Chairperson designated in these bylaws will chair meetings of the Committees. Initial meetings of committees and subcommittees should ordinarily take place in April for organization of the next year's work.
3. The Undergraduate Programs, Graduate Programs and Policies, and General Education Committees and their Sub-Committees will evaluate curricular proposals originating with the faculty. If a proposal is found to be unsatisfactory, it will be returned to the proposer within the normal deadlines for disposing of committee business with a written explanation of the deficiencies. The proposer may then rewrite and resubmit the proposal, in which case the timeline

for dealing with the proposal will begin anew. 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

4. 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.
  5. The Committees 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 are to be negotiated between the Provost and APSCUF with final details specified in a yearly side-letter of agreement.
- 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 Executive Secretary, the Chairs of the CAPC Committees, and the Facilitator of the Council on Professional Education, herein called CPE.
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. The Committee will perform the following duties, but is not limited to these:
    - a. Writing and approving the job descriptions for all Committee Chairs.
    - b. Inviting and approving members from the wider campus community to serve as expert informants to the various CAPC Committees.
      - 1) Such invitations must come at the request of the Committee or Sub-Committee.
    - c. Developing the template for Committee minutes.
    - d. Reviewing 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 Sub-Committee will report to the Undergraduate Programs Committee. The General Education Committee will have reporting to it the four Sub-Committees these bylaws require. The Academic Review Committee will have reporting to it the four Sub-Committees these bylaws require.
  2. The Chairs of each of the Committees and Sub-Committees will be given a job description by the CAPC Execs and will be evaluated and be subject to recall for lack of fulfillment of this description.
  3. The Committee Chairs are to bring to their groups the assignments and deadlines for which their Committee holds responsibility.



4. The Committees should elect from their members a Recording Secretary who is responsible for overseeing the work of the staff secretary assigned to the group, and who has ultimate responsibility for the accuracy of minutes and their submission to the CAPC Vice Chair.
  5. The Chair, 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 evaluations or Tenure/Promotion portfolios. The Chairs, in turn, will be evaluated, upon request, by the CAPC Chair with input from the Committee or Sub-Committee group.
- D. The Undergraduate Programs Committee, Chaired by the Dean of Undergraduate Studies and Student Support Services, will consist of an undergraduate student and at least four faculty members who are as representative as possible of each of the colleges of the university, one of whom must be a non-classroom faculty 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 Undergraduate Programs Committee will consist of, but not be limited to:
    - a. Evaluating all undergraduate curricular proposals, with the exception of General Education.
    - 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.
    - d. Serving as liaison to University bodies for purposes of input to proposals for new offerings, distance learning, or offering programs or courses in locations external to the campus.
    - e. Reviewing proposed changes to programs, degree requirements, minors, concentrations, and certificate programs.
    - f. Serving as liaison, through its CPE representative, to and from the CPE.
    - g. 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 Sub-Committee, herein called CC, will have 5 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 Foreign Languages, 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. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the CC Sub-Committee.
    - a. The duties of the CC Sub-Committee will include, but not be limited to:
      - 1) Setting criteria and reviewing these criteria for courses having the CC 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 Foreign Languages.
      - 3) Reviewing initial proposals for courses requesting the cluster option, especially as these conform to the criteria of 1).
      - 4) Monitoring existing cluster courses for conformity to the criteria developed in 1).
      - 5) Informing the R2 Sub-Committee for possible non-compliance of a given course.

- 6) Monitoring the availability of adequate CC courses, encouraging departments to offer such courses on a regular basis, and reporting issues to the Gen Ed Execs.
- E. The Graduate Programs and Policies Committee, Chaired by the Graduate Dean, will consist of one graduate student and at least four faculty members who are as representative as possible of each of the colleges of the university 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. If a member of the Library faculty has been elected at-large, this person will be assigned to the Committee as one of the four faculty members. If no such representative was elected, an *ex-officio* non-voting Library faculty member will be added to the group.
1. The duties of the Graduate Programs and Policies Committee will consist of, but not be limited to:
    - a. Evaluating all graduate curricular 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.
    - e. Serving as liaison to University bodies for purposes of input to proposals for new offerings, distance learning, or programs or courses in locations external to the campus.
    - f. Monitoring national and campus trends in graduate education and the relationship to research.
    - g. Sending on to the Assembly, within the established deadlines, recommendations or non-recommendations on matters brought before it.
    - h. A liaison shall be appointed from the Graduate Programs and Policies Committee to the University Policy Committee
- F. The Undergraduate Policies Committee, chaired by a CAPC member appointed by the CAPC Chair, will consist of one undergraduate student and at least four faculty members who are as representative as possible of each of the colleges of the university, one of whom must be the 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 graduate and undergraduate education.
    - b. Monitoring implementation of policies in admissions, transfers, retention, advising, tutoring and dismissals.
    - c. Assessing compliance with Distance Education provisions of the CBA.
    - d. Acting as liaison to University bodies for implementation of policies specified in F, 1-b.
    - e. Reviewing campus and national trends in academic standards, recommending alterations when needed.
    - f. Monitoring petitions for exception to policy, and proposing policy changes as needed in response to petition trends.

- g. Monitoring policies for and recommending changes in such policies, when needed, for special admission students, compliance with the Americans with Disabilities Act and processing of exchange and foreign students.
  - h. Sending to the Assembly, within the timelines established, recommendations or non-recommendations on matters brought before it.
  - i. A liaison shall be appointed from the Undergraduate Policies Committee to the Graduate Programs and Policies Committee.
- G. The General Education Committee will consist of a Chair appointed by the CAPC Chair, at least four faculty members who are as representative as possible of each of the colleges of the university, one undergraduate student and a College Dean designated by the Provost. The College Dean will serve in an *ex-officio*, non-voting capacity.
- 1. The five faculty on the General Education Committee will also serve as the members of the four Sub-Committees: one each on the Writing Emphasis (W), the Interdisciplinary (I), the Diverse Communities (J), and two on the Distributive Areas (DA). The CAPC members on each Sub-Committee will serve as Chair of the Sub-Committee upon appointment by the CAPC Chair with the advice and consent of the CAPC Executive Committee; one of the two members on the DA Sub-Committee will be appointed as Chair in the same manner.
  - 2. The duties of the Gen Ed Committee include, but will not be limited to:
    - a. Overseeing the work of the subcommittees, and alerting the Chairs as to possible problems.
    - b. With input from the various subcommittees, recommending and reviewing the philosophy and goals of the General Education program.
    - 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 Sub-Committees.
    - f. Reviewing compliance of approved 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. Reviewing the Assessment report of the Program Review Committee Subcommittee of individual courses and overall evaluation of General Education as part of the work of the review and revalidation of general education courses (see 7 below).
    - i. In the person of the Chair, reporting on the work of the Committee to the Assembly.
    - j. Submitting to the Assembly, according to the deadlines set for the tasks, the recommendations or non-recommendations on matters before it.
    - k. Review and revalidation of courses serving the General Education Program:

- 1) Review and revalidation provides assessment as an on-going 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 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 W, I, CC, D or DA Sub-Committees.
  - 7) Monitoring the University Catalog for accuracy as to those courses re-approved and those denied approval.
3. The Writing Emphasis Sub-Committee, herein called W, will have 5 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and the following ex-officio voting members: one writing specialist recommended to the CAPC Chair by the Chair of the Department of English, 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. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the W Sub-Committee.
- a. The duties of the W Sub-Committee will include, but not be limited to:
- 1) Setting criteria and reviewing these criteria for the W designation for courses.
  - 2) Reviewing initial proposals for the W designation.
  - 3) Monitoring existing courses for compliance with the W criteria in 1).
  - 4) Monitoring compliance, within the COURSE SCHEDULE, both written and electronic and the CATALOG should the original proposal for the course designation be in the name of a given instructor rather than for all instructors of the course.
  - 5) Informing the R2 Sub-Committee as to possible non-compliance by an existing course.
  - 6) Monitoring the availability of W courses, encouraging departments to offer such courses, and reporting any issues to Gen Ed Execs.
  - 7) Examining campus and national trends dealing with writing, suggesting ways that W courses might deal with problems in these trends.
4. The Interdisciplinary Sub-Committee, herein called I, will have 5 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and the following ex-officio voting members: one specialist in interdisciplinary studies recommended to the CAPC Chair by the Coordinator of Interdisciplinary Programs, 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. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the I Sub-Committee.
- a) The duties of the I Sub-Committee will include, but not be limited to:
- 1) Setting criteria for and reviewing these criteria for the I designation, with the assumption that the mentioning of a given set of materials from a discipline does not necessarily constitute interdisciplinarity.

- 2) Reviewing initial course proposals for conformity to the standards set out in the I handbook.
  - 3) Monitoring existing courses with an I-designation for conformity to the standards set in 1) and 2).
  - 4) Monitoring the availability of I courses, encouraging departments to offer such courses, and reporting any issues to the Gen Ed Execs.
  - 5) Informing the R2 Sub-Committee for possible non-compliance of a given course.
5. The Diverse Communities Sub-Committee, herein called J, will have 5 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC General Education Committee, and the following ex-officio voting members: one specialist in diversity recommended to the CAPC Chair by the Associate Vice President for Academic Affairs, 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. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the D Sub-Committee.
- a. The Associate Vice President for Academic Affairs will call for self-nominations from among faculty who have taught approved Diverse Communities courses for the position of Specialist in Diversity, which will be forwarded to the CAPC Chair.
  - b. The duties of the J Sub-Committee will include, but not be limited to:
    - 1) Setting criteria and reviewing these criteria for courses having the J designation.
    - 2) Reviewing initial proposals for courses requesting the J designation, as these conform to the criteria of 1).
    - 3) Monitoring existing courses for conformity to the criteria developed in 1).
    - 4) Monitoring the availability of J courses, encouraging departments to offer such courses on a regular basis, and reporting issues to the Gen Ed Execs.
    - 5) Informing the R2 Sub-Committee for possible non-compliance of a given course.
    - 6) Monitoring the research in and possible shifting meaning of the term "Diverse Communities."
6. The Distributive Areas Sub-Committee, herein called DA, will have 5 members who will serve for a 1-year term. The makeup of the committee includes the two members of the CAPC General Education Committee, one of whom will serve as Sub-Committee Chair, and, as ex-officio voting members: 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. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the DA Sub-Committee.
- a. The duties of the DA Sub-Committee will include, but not be limited to:
    1. Setting criteria and reviewing these criteria for the courses offered as part of the Distributive Area.
    2. Reviewing initial proposals for courses requesting the DA designation, especially as these conform to the criteria of 1).
    3. Establishing a balance of course offerings in the DA distribution.
    4. Monitoring the availability of course offerings in the various DA categories, encouraging departments to provide adequate sections, and reporting issues to the Gen Ed Execs.
    5. Monitoring existing courses taught under DA for conformity to the criteria in 1).
    6. Informing the R2 Sub-Committee for possible non-conformity of a given course.

7. Practicing vigilance to System requirements that affect distributive area courses and providing an early warning to departments for possible trends.

H. The Academic Review Committee will consist of a Chair appointed by the CAPC Chair, at least four faculty members who are as representative as possible of each of the colleges of the university, one student, and a College Dean or Associate Dean designated by the Provost. The College Dean or Associate Dean will serve in an *ex-officio*, non-voting capacity.

1. The four faculty on the Academic Review Committee will also serve as the members of the four Sub-Committees: one each on the Program Review sub-committee, Low enrollment advisory sub-committee, the Course Review and Revalidation sub-committee and the Course Delivery sub-committee. The CAPC members on each Sub-Committee will serve as Chair of the Sub-Committee 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 Chairs as to possible problems.
  - b. Receiving the reports of the subcommittees and melding them into an overall report for the Assembly.
  - c. Monitoring campus and national trends in curricular evaluation and innovation.
  - d. Reviewing proposals for program review, low enrollment recommendations, course revalidations and course modalities as recommended or not recommended by the Sub-Committees.
  - e. Reviewing compliance of approved courses with the System's standards and the delivery of the courses in conformity to the approvals originally made.
  - f. In the person of the Chair, reporting on the work of the Committee to the Assembly.
  - g. 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 Sub-Committee, will have 4 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, and representatives of at least three colleges. The CAPC Chair with the advice and consent of the CAPC Executive Committee appoints all recommended faculty. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the Program Review Sub-Committee.
  - a. The duties of the Program Review Sub-Committee will include, but not be limited to:
    1. Work 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.
    2. Receive reports on the status of new undergraduate and graduate programs/concentrations from the chairs of the Undergraduate and Graduate Programs and Policies Committees for a period of three years after such programs/concentrations have been approved.
    3. Recommend program changes to departments housing new programs/concentrations, where necessary, during the three-year monitoring period.

4. Review periodically all changes in catalog entries, matching changes with policies and courses from year to year with those recommended by CAPC and approved by the Provost
  5. Examining campus and national trends dealing with program evaluation innovation, and when consulted, suggesting ways that programs might deal with these trends.
4. The Low Enrollment Advisory Sub-Committee, will have 4 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, and representatives of at least three colleges. The CAPC Chair with the advice and consent of the CAPC Executive Committee appoints all recommended faculty. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the Low Enrollment Advisory Sub-Committee.
- a. The duties of the Low Enrollment Advisory Sub-Committee will include, but not be limited to:
    1. Setting criteria, and submitting them to the CAPC Assembly for approval, for the review of low enrollment undergraduate and graduate programs.
    2. Reviewing data submitted by administrators and departments for accuracy.
    3. Making recommendations for programs to consider for those programs that meet the criteria of "low enrollment."
    4. Formulating the results of assessment of low enrollment undergraduate and graduate programs in reports to the Academic Review Committee and recommending program deletions and/or moratoria based upon these reports.
5. The Course Review and Revalidation Sub-Committee will have 4 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, and representatives of at least three colleges. The CAPC Chair with the advice and consent of the CAPC Executive Committee appoints all recommended faculty. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the Course Review and Revalidation Sub-Committee.
- a. The duties of the Course Review and Revalidation Sub-Committee will include, but not be limited to:
    1. Review compliance of approved courses with the System's standards and the delivery of the courses in conformity to the approvals originally made.
    2. As part of the university program review cycle, reviewing all non-general education course syllabi to ensure that required elements are included (as per CAPC policy).
    3. For those same courses, review course title, number and descriptions to ensure that current syllabi are consistent with the catalog.
    4. For those same courses, working with the University Program Review Officer to identify courses that have not been offered within the past five years and suggest course deletion or moratorium to the appropriate departments.
6. The Course Delivery Sub-Committee will have 4 members who will serve for a 1-year term. The makeup of the committee includes the Chair, who is a member of the CAPC Academic Review Committee, representatives of at least three colleges, as well as the Executive Director of Distance Education as a non-voting *ex-officio* member. The CAPC Chair with the advice and consent of the CAPC Executive Committee appoints all recommended faculty. The CAPC Chair, in consultation with the CAPC Execs, has the right of non-consent for appointments to the Course Delivery Sub-Committee.
- a. The duties of the Course Delivery Sub-Committee will include, but not be limited to:
    1. Setting criteria for and reviewing these criteria for specific course modalities.

2. Reviewing initial proposals for courses requesting a modalities designation, as these conform to the criteria of 1.
3. 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 might 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 Vice Chair and, if requested by the CAPC 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, including during times such as vacations, or summer that CAPC is not ordinarily in session. 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 Sub-Committee 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.
- 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 Sub-Committees will be a majority of all its 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.
  - 2. The Convening Representative is responsible for reporting back to the CAPC Execs, the relevant Committee or Sub-Committee, 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 and its Executive Committee 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 Executive Committee 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 needed.

#### **ARTICLE TWELVE: AMENDMENTS AND REVIEW**

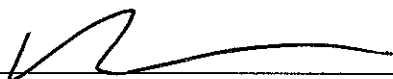
- A. Amendments may be submitted to the CAPC Execs by any member for consideration of the Assembly.
  - 1. Such amendments must be submitted to the Assembly in writing at least one week before they are to be considered.
  - 2. A vote of 2/3 of members present and casting votes is needed to approve the amendment.
  - 3. Approved amendments will be sent to the local APSCUF Delegate Assembly and then to the Provost for final approval.
  - 4. Failure to approve or difference with the Provost over the amendment will be taken for consideration to Meet and Discuss.

- 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 arrived at, consistent with the CBA.

THESE BYLAWS, APPROVED BY THE CAPC MEMBERSHIP ON September 27, 2012, THE APSCUF DELEGATE ASSEMBLY ON September 25, 2012, AND MEET AND DISCUSS ON October 16, 2012, WILL SUPERCEDE ANY PREVIOUS CAPC BYLAWS AS OF THE 2012 – 2013 ACADEMIC YEAR.

  
CAPC Chairperson \_\_\_\_\_ Date 4-1-16

  
APSCUF President \_\_\_\_\_ Date 4-1-16

  
Provost and Academic Vice President \_\_\_\_\_ Date 4-4-16

Amendment Record:

Amended March 29, 2016

#### PROVISO

To accommodate the reorganization, effective 2016-2017, of the Colleges of West Chester University, the following rotation of terms will be in effect until such time that all members are serving three-year terms.

1. In spring 2016, Group A (4 at-large members, 14 departments and 1 non-classroom faculty) will be elected for a three-year term beginning with the 2016-2017 academic year. In spring 2016, Group B (3 at-large members, 13 departments, 1 non-classroom faculty and 1 library faculty) will be elected for a two-year term beginning with the 2016-2017 academic year. In spring 2016, Group C (3 at-large members, 13 departments, and 1 library faculty) will be elected for a one-year term beginning with the 2016-2017 academic year.
2. In spring 2017, Group C (3 at-large members, 13 departments, 1 nonclassroom faculty and 1 library faculty) will be elected for a three-year term beginning with the 2017-2018 academic year.
3. In spring 2018, Group B (3 at-large members, 14 departments, and 1 library faculty) will be elected for a three-year term beginning with the 2018-2019 academic year.
4. Beginning with spring 2019 all elections will be for three-year terms.

Group A 2016-2019 (18):

Health, Chemistry, Physics, Geology & Astronomy, Accounting, Management, Public Policy & Administration, History, Theatre & Dance, Special Education, Professional & Secondary Education, Undergraduate Social Work, Communication Sciences & Disorders, 4 at-large, and 1 nonclassroom faculty

Group B 2016-2018 (19):

Biology, Nutrition, Mathematics, Political Science, Economics & Finance, Criminal Justice, Applied Music, Languages & Cultures, English, Women's & Gender Studies, Counselor Education, Early & Middle Grades, Nursing, Philosophy, 3 at-large, 1 nonclassroom faculty, and 1 library faculty

Group C 2016- 2017 (18):

Kinesiology, Sports Medicine, Computer Science, Anthropology & Sociology, Psychology, Marketing, Geography & Planning, Music Education, Communication Studies, Art + Design, Music Theory, History, & Composition, Literacy, Graduate Social Work, 3 at-large, and 1 library faculty.

Departments may have no more than 3 total representatives, 1-department and 2-at-large representatives. Department seats that are not filled during the general election will revert to an at-large seat for the entire 3-year term. College Faculty will elect the department representatives. University Faculty will elect at-large representatives, nonclassroom faculty, and library faculty.