

**Legislative History**  
**Policy 6-003 Revision 5**  
**(formerly PPM 9-4)**

Prepared by Bob Flores for the Institutional Policy Committee

Revision 5 of Policy 6-003 was approved by the Academic Senate, August 29, 2011 and approved by the Board of Trustees, September 13, 2011, with a stated effective date of September 13, 2011.

The effect of this revision was to change the contents of Policy 6-003-II-B-3, describing the membership of the University Curriculum Policy Review Board, by adding to its membership the Dean of the Graduate School, and the University Registrar.

Contents:

(i) Memorandum to Sr. Vice President Pershing, dated May 18, 2011, approved by University President Michael Young, May 19, 2011.



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5/19/11

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May 18, 2011

TO: David Pershing  
Senior Vice President for Academic Affairs

FR: John Francis  
Chair, Curriculum Policy Review Board

RE: **Expanding the Membership of the University Curriculum Policy Review Board**

Please forward to  
the Senate  
5-19-11

At the time of the conversion from the previous Quarter System to the current Semester System, the University Curriculum Policy Review Board (UCPRB) was not a particularly well-utilized administrative body. Over the course of the last ten years or so, however, the UCPRB has evolved into an active and vital tool for planning and coordinating the curricular functions of the University.

Both the purview and the membership of the UCPRB are detailed in University Policy 6-003, Sec. III-B-3. As its functioning has become more established, it has become clear that, in addition to its currently stipulated membership – the chairpersons of the various college curriculum committees – regular involvement by both (1) the Dean of the Graduate School and (2) the University Registrar is desirable. At its last meeting in April, the UCPRB voted to expand its membership accordingly, with the assent of both the Dean of the Graduate School and the University Registrar.

We are requesting, then, that University Policy 6-003, Sec. III-B-3 be modified as indicated below:

The chairpersons of the various college curriculum committees, as well as the Dean of the Graduate School and the University Registrar, will be convened as a University Curriculum Policy Review Board to review curriculum policies and procedures, coordinate curriculum planning and intercollege consultations, and promulgate modifications in guidelines for processing curricular proposals. Associate Vice President for Academic Affairs and Undergraduate Studies, or his/her designee, will chair the Review Board. The guidelines proposed by the Review Board, after approval by the Executive Committee of the Academic Senate, will be the operating rules for making curriculum changes during the academic year. Each college council shall develop appropriate Procedures consistent with guidelines established by the Review Board for initiating and reviewing curriculum changes and adjustments for all programs within their respective jurisdictions.