

# **Section One - Curricular Authority and Publications**

## **PURPOSE**

The Curriculum Handbook was designed to provide an explanation of procedures and processes inherent to the management of the University curriculum. It provides definitions of curricular terminology used on this campus and guidance for the development, initiation, management, modification, and discontinuation of all elements of the curriculum.

## **CURRICULAR AUTHORITY**

The development and approval of curriculum is a collegial process with responsibility shared by the faculty, the administration, the President of the University, the Chancellor of the California State University (CSU), and the Trustees of the CSU. Responsibility for intellectual content of the curriculum and its constituent courses, including the requirements governing curricula and courses, resides primarily with the faculty, both as individual teachers and as members of department and college committees, the several faculty Councils and the Academic Senate. College deans exercise administrative responsibility for the implementation of the curricula, including immediate responsibility for staff and physical resources. The Vice Provost for Academic Affairs and Dean of Graduate Studies has the authority for overall administration of the curriculum.

The President of the University has recommending authority over degree programs and approval authority for some degree program Options, Minors, Emphases, Concentrations, and Certificates. Authority for modification to instructional programs is defined by the nature of the modification. Some modifications may require review in the Office of the Chancellor, while others may be approved by University officers given appropriate authority by delegation from the President (see Executive Order No. 602 found at [http://www.calstate.edu/execsearch/Subject\\_Index.shtml](http://www.calstate.edu/execsearch/Subject_Index.shtml)).

The Chancellor of the CSU exercises primary administrative authority over the curricula of the CSU campuses and, acting on the recommendations of the campus Presidents and under the authority of the Trustees, authorizes implementation of curricular programs.

## **CURRICULUM PUBLICATIONS**

In general, a common standard of expression and typographical quality is desirable among the various academic publications of the University. The University Office of Publications has responsibility for preparing or advising in the preparation of the graphic components of University publications. The common standard of expression is American English as given in the American College Dictionary, American Heritage Dictionary, or Merriam-Webster's New Collegiate Dictionary.

### **The University Catalog**

The University Catalog of Undergraduate and Graduate Studies is the "publication of record" for the University. However, the catalog is neither a contract nor expresses the terms of a contract, explicitly or implicitly. The relationship of the University to the student is one governed instead by statutes, rules, and policies established by the California Legislature, the Trustees, the Chancellor, the President and their duly authorized designees. The University Catalog presents information arising from statute, rules, and policies, although the size of the catalog prohibits presentation of all of them.

The catalog is issued under the authority of the Chancellor and the President. It is changed and updated by campus course-curriculum certifications, policy statements, Chancellor's Executive Orders, and "mandatory copy." "Editorial" changes are made in the catalog preparation process described below.

### **Catalog Production**

Production of the catalog is carried out in the Curriculum Office. Production schedule information is provided approximately one year in advance of the final deadlines for copy. Format of academic program information is provided separately. The general schedule for production of the University Catalog is shown in Attachment 1.1.

Typographical and content accuracy of catalog copy is the responsibility of the unit contributing it. Thus the departments and programs are responsible to their respective colleges for the production of catalog materials, whether through the curriculum process or written edits.

The authenticity of curricular information provided by departments rests with the Vice Provost for Academic Affairs and Dean of Graduate Studies.

The catalog editor will provide all academic areas with specific instructions concerning the method of making corrections to existing catalog copy. In general, the process is a mix between word-processing and standard editing. The catalog is self-published in the Curriculum Office with a staff of two. It is important, therefore, that the staff not be encumbered with heavy text keyboarding responsibilities, but rather that the ability to import prepared text from departments and other offices be used to best advantage. No changes to the academic requirements of a program may be made as an edit. These are all imported from approved certifications or policy statements. The thumb rule on whether to submit explanatory text via word-processing or by written edit is simply the rule of size. More than one line of text per paragraph should be word-processed; less than one line should be done by hand.

### **Roadmaps**

The 4-, 5- and 6-year academic plans for all undergraduate majors on campus are term-by-term depictions of courses in which students should enroll over the entirety of their academic career. A roadmap is updated when a formal curriculum certification changes the program's requirements, when there is a course number change, or when a course is dropped. The maps are linked to the online catalog.

### **Program Planners**

Program Planners are advising worksheets for individual academic programs based on the current Catalog. They provide students with a summary of the academic requirements for which they will be held responsible for their "catalog year."

Program Planners are updated each year by the Curriculum Office reflecting the certified curriculum changes from the previous year. A "master copy" is sent to each department. It is the financial responsibility of each department to duplicate as many copies as needed.

## **The Schedule of Classes**

The Schedule of Classes is the responsibility of Academic Support and is only published online. It can be viewed at [http://www.csulb.edu/depts/enrollment/registration/class\\_schedule/index.html](http://www.csulb.edu/depts/enrollment/registration/class_schedule/index.html). It provides a list of University courses to be offered during the specified term. Academic Support/Enrollment Services provides departments with instructions on building the department schedule.

## **Department Brochures**

Departments may develop departmental and program brochures, first-contact information flyers, student handbooks and other enrollment management materials used for advisement and clarification of departmental regulations.

Authority for publication of any document describing any University curriculum rests with the Vice Provost for Academic Affairs and Dean of Graduate Studies. Persons involved in the development of these materials should contact the Office of the Vice Provost for Academic Affairs and Dean of Graduate Studies for information regarding statements about the curriculum. The following policies regarding public relations and advisement materials are in force:

All enrollment, graduation, and other numerical or statistical data must be the same as those reported to the Office of the Chancellor, if reported at all. These data are available in the Office of Institutional Research.

All degree and program information must be exactly those given in the University Catalog. Detail of program requirements in departmental brochures should be consistent with the University Catalog or the current Program Planner.

In the production of departmental brochures, no representation of any kind may be made promising or suggesting success, under University auspices or with University assistance, in securing or maintaining employment as a result of enrollment in or completion of the academic program.

## Attachment 1.1 - University Catalog Production Cycle

July 2009 - January 2010: Curriculum Development for 2010-2011 Catalog	
July 2009	Curriculum proposals due to Curriculum Office
August 2009	Curriculum proposals distributed via email to colleges and departments for University-wide review/challenge
September 2009	University-wide proposed curriculum three-week challenge period
September 2009	Formal certification of July curriculum proposals; Catalog Edit Copy #1 distributed
November 2009	Non-academic catalog copy edits
December 2009	Fall 2009 curriculum development (for 2010-2011 catalog)
January 2010	Formal certification of December 2009 curriculum proposals; Catalog Edit Copy #2 distributed
March - April 2010	2010-2011 Catalog printed
May 2010	2010-2011 Catalog delivered and distributed