

UNIVERSITY SENATE

UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK

Introduced by: Governance Council

Date: March 30, 2009

**Amendment to Create New Charter Section XI: IRCUAP**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the proposed amendment of the University *Senate Charter* adding Section XI (attached page 2) be adopted, along with an amendment to the UAC section referring to IRCUAP (boldface, page 3).
2. That this amendment go into effect immediately upon approval.
3. That this amendment be forwarded to the President for approval.

**Rationale:**

Since *Senate Charter* Amendment 0809-02 eliminated the need for graduate offerings to be approved by the proposed "IRCAP" (Senate Bill 0708-25), the Governance Council is proposing "IRCUAP" to address *undergraduate* course and/or program proposals that neither originate from nor are to be offered by colleges and schools that offer degree programs.

Feedback received regarding the IRCAP proposal a year ago is addressed: The new committee is intentionally designed not to be a committee of the Senate. The amendment specifically addresses the need for recusal (as is expected of Senate bodies). In addition, should IRCUAP not approve a proposal, an appellate process is specified.

A proposal approved by IRCUAP might be considered by one or more UAC subcommittees, depending on the nature of the proposal, and then by UAC. Since the version approved by UAC may differ from what IRCUAP considered and approved, all proposals referred by IRCUAP and approved by UAC must be presented to the Senate Executive Committee and shall not be considered to be approved and ready for implementation until all levels of review and approval required by the Senate Executive Committee have been completed.

## Section XI: Initial Review Committee of Undergraduate Academic Proposals (IRCUAP)

When courses or programs are proposed within colleges and schools that offer degree programs, they are reviewed by the appropriate college- or school-wide curricular committees before being submitted to UAC. IRCUAP is intended to serve the same function for proposals *neither originating from nor offered by colleges and schools that offer degree programs*. Consequently, IRCUAP is independent of University governance, the Provost's Office having the responsibility for securing the non-*ex officio* members of IRCUAP by the beginning of each fall semester.

### XI.1. Composition of IRCUAP

XI.1.1. At least 7 full-time members of the tenured Teaching Faculty, 3 of whom shall be from the College of Arts and Sciences, and one representative each from at least four of the other schools and colleges that offer undergraduate degree programs.

XI.1.1.1. The full-time tenured Teaching Faculty representing the colleges and schools will be selected by the faculty governance bodies within their respective colleges and schools.

XI.1.1.2. Once a new committee is formed in the spring for the following academic year, the voting members of IRCUAP shall elect a Chair from among the Teaching Faculty who are not *ex officio* members of the body. The Chair shall serve a one-year term to begin in September. The Chair of the Senate shall report the membership of IRCUAP and its chair to the University Senate.

XI.1.2. The Student Association President (or designee), *ex officio*

XI.1.3. The Vice Provost for Undergraduate Education (or designee), *ex officio*

XI.1.4. The Chair of the University Senate (or designee), *ex officio*

XI.2. Recusal Requirement: All IRCUAP members (whether *ex officio* or not) shall recuse themselves from committee deliberations and shall abstain from voting on any proposal that originates (either fully or partially) from their departments, programs or offices.

XI. 3. Because Study Abroad programs are centrally approved by SUNY System Administration, requiring home campus registration regardless of the SUNY campus that is administering the program, GINS courses are *not* included under these provisions.

### XI.4. Responsibilities of IRCUAP

XI.4.1. IRCUAP shall provide the first layer of academic review for proposals for undergraduate courses and programs neither originating from nor offered by colleges and schools that offer degree programs. This committee serves an important function similar to that of academic course/program review committees within colleges and schools.

XI.4.2. A proposal that is *approved* by IRCUAP shall be forwarded to the Undergraduate Academic Council along with a formal, written report of its academic review of course/program proposals. The written report should specifically address the value of the proposed academic and institutional goals, the number of academic credits requested, the proposed grading mode, strategies for assessment, potential need for interim approvals followed by regular reviews, academic rigor, and qualifications of instructors, plus other aspects deemed of academic interest.

XI.4.3. A proposal that is *not approved* by IRCUAP shall be returned to the proposer(s) along with a formal, written report of its review explaining in detail the reasons for IRCUAP's decision.

XI.5. Appeals of IRCUAP decisions: The Committee on Mediation (*Senate Charter* Section X.1.6) shall be the body that reviews appeals by individuals who believe that their proposals have not received a fair review by IRCUAP.

XI.6. Final Approval: Once approved by IRCUAP and UAC, the proposal is submitted to the Senate Executive Committee. The proposal shall not be considered to be approved and ready for implementation until all levels of review and approval required by the Senate Executive Committee have been completed. Proposals for new programs must always be submitted to the Senate for approval.

### X.3. UNDERGRADUATE ACADEMIC COUNCIL

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X.3.4. The Council as a whole shall review all new undergraduate academic program proposals and all proposals that would affect the continuation of undergraduate programs. It shall submit recommended programs or eliminations to the University Senate for approval.

X.3.4.1. All proposals for new undergraduate academic programs shall be submitted to the Council, which shall consult with the University Planning and Policy Council and, when appropriate, with the Graduate Academic Council as part of its deliberations.

X.3.4.2. All new programs recommended by the Council shall be submitted to the University Senate for approval.

X.3.4.3. Normally new undergraduate courses shall receive final approval from the schools and colleges, but the Council shall have the power to review the academic merit of courses and require reconsideration. The Council shall approve all revisions in existing undergraduate instructional programs. The Council may, at its discretion, delegate authority for minor revisions to the Vice Provost for Undergraduate Education.

**X.3.4.4. In accordance with Section XI of the *Senate Charter*, the Council shall consider course and program proposals *neither originating from nor offered by colleges and schools that offer degree programs* once the proposals have been approved by IRCUAP. If approved by UAC, the proposal is submitted to the Senate Executive Committee. The proposal shall not be considered to be approved and ready for implementation until all levels of review and approval required by the Senate Executive Committee have been completed.**