

PROPOSAL concerning the REMAND SUB-COMMITTEE of the CURRICULUM COMMITTEE- 10/26/17

1. We reaffirm the Curriculum Committee action of 10/12/2004 that the Provost retains the right to remand curriculum item(s) back to a department for corrections, if necessary. Such remands remove the item(s) from the upcoming Curriculum Committee agenda.
2. We further resolve that a Curriculum Committee Remand Subcommittee continue to provide additional oversight into items that have been remanded as follows:
 - a. The Remand Subcommittee shall consist of 3 current members of the curriculum committee (and one alternate should a member be unable to serve) who shall be elected for a year's term at the first Curriculum Committee meeting for the upcoming year (typically in May). Members of the subcommittee shall elect a chair and be available once each during the Fall and Spring semesters (typically October and April) should the subcommittee be convened. (Note: a subcommittee member whose own department's submission is being remanded, shall recuse him/herself from serving for that item and be replaced by the alternate.)
 - b. When convened, the subcommittee shall examine the curriculum submission, the reasons for remand, the department's response, and then decide by majority vote either: (1) that the remand was appropriate and the item should remain off the agenda, or (2) that the item should be included in the agenda.
3. Process:
 - a. If the Provost perceives a problem with a curriculum submission that is not easily corrected by the Provost's staff, he/she may "remand" the item—that is, remove the item from the curriculum committee agenda and communicate the concerns by email to the appropriate department chair in a timely manner. After discussion between Provost and Chair, if changes are made by the Chair that are acceptable to the Provost, the item is returned to the agenda. If the remand is accepted by the Chair, no further action is required.
 - b. If the department chair disagrees with the Provost's objections, the chair shall immediately notify the Provost and Curriculum Committee Chair that he/she wants the matter to be reviewed by the Remand Subcommittee.
 - c. Once notified, the Curriculum Committee Chair shall convene the subcommittee—that is, contact its chair, provide appropriate documentation (department submission and remand letter), and specify a deadline that allows the agenda to be finalized and distributed.
 - d. The process used by the subcommittee is determined by its chair and members, who may hold discussions face-to-face, by email, by phone or any combination thereof. The chair will notify the department chair and Provost of the scheduled meeting, affording both an opportunity to speak. The subcommittee should review the documentation and may contact any other persons deemed appropriate to provide additional insight or clarification.
 - e. The final vote (which will either be by roll-call paper ballot or an oral roll-call ballot, duly noted in the meeting minutes) should answer the question: "Is the remand appropriate"—that is, should the item(s) remain off the agenda? A positive vote is simple majority—it need not be unanimous. The Subcommittee Chair shall inform the Provost and Curriculum Chair, who will, in turn, inform the appropriate Department Chair in a timely manner.
 - f. Items for which the remand was deemed appropriate will not appear on the agenda and will not be discussed at the Curriculum Committee meeting. However, they may be resubmitted the next semester.