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## CPSC - College Professional Committee Frequently Asked Questions

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### **CPSC Policies and Procedures**

#### **Submitting Forms:**

##### **Which form do I use?**

**Form 1A:** (submit 45 copies on yellow paper to the VPAA Office and also email as an attachment to VPAA Office.)

- New Courses
- Course Revisions
- Seminar Offerings

**Form 1AP:** (submit 45 copies on green paper to the VPAA Office and also email as an attachment to VPAA Office.)

- Program Revisions

**Form 1AM:** (submit 45 copies on white paper to the VPAA Office and also email as an attachment to VPAA Office.)

- New Course Modules
- Course Module Revisions

**Form 1:** (submit 45 copies on white paper to the VPAA Office and also email as an attachment to VPAA Office.)

- Subjects to be Studied -- topics, policies, and proposals not directly related to curricula, etc.

**Class Size Change Form:** (submit 45 copies on white paper to the VPAA Office and also email as an attachment to VPAA Office.)

- Changes to the maximum class size of a course.

**General Education Designation Form: (CAC, MAC, MES, NTL, SAC, SMC, WAC)**  
(submit 45 copies on white paper to the VPAA Office and also email as an attachment to VPAA Office.)

- Must have consensus among the discipline's Full-time faculty that the requirements for the designation will be fulfilled in all sections.

### **When can I submit a Memorandum for a course or program change instead of a Form 1A or Form 1AP?**

- Memorandums may be used for minor course or program changes that do not change the course or program content (submit 45 copies on white paper to the VPAA office and also email as an attachment to VPAA Office).
- A rationale for changes and a division vote must be included in the memo.
- When requesting a prerequisite change to a course.
- When requesting that a course to be bracketed.
- When requesting that a course be deleted.
- When requesting course number changes or course prefix changes.

### **How do I submit a Seminar Proposal?**

- 1<sup>st</sup> offering:
  - use Form-1A Seminar designation.
- 1<sup>st</sup> offering after cancellation of initial offering:
  - submit a memo to CPSC indicating 1<sup>st</sup> offering cancellation along with 2<sup>nd</sup> offering information.
- 2<sup>nd</sup> offering:
  - use Form-1A Seminar designation.
- 2<sup>nd</sup> offering after cancellation of 2<sup>nd</sup> offering:
  - submit a memo to CPSC indicating 2<sup>nd</sup> offering canceled along with new offering information.
- Seminars can run only twice.

**When are CPSC materials due to the Vice President of Academic Affairs Office?**

- Materials to be submitted to CPSC are due no later than 1:00 p.m. the third Friday of each month. (One week prior to the scheduled CPSC meeting).

**When does the CPSC committee meet?**

- CPSC meets the fourth Friday of the month, September through April and occasionally in May.
- Special meeting may be called at the discretion of the Committee.
- Monthly meeting agendas are distributed by email to everyone.

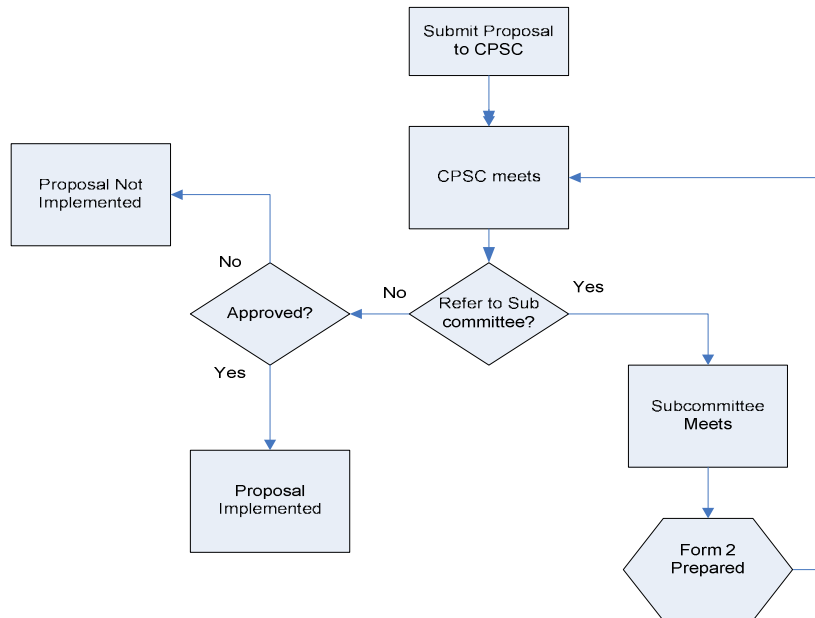
**When do I need to attend the CPSC meeting?**

- A representative or person submitting the proposal to CPSC should plan to attend the CPSC meeting of the month that the proposal is submitted in order to provide information regarding the proposal to the committee members.
- The representative or person submitting the proposal should also attend the Curriculum Subcommittee meeting or Academic Affairs Subcommittee meeting if the item is referred to either committee for study, to provide additional information to the committee members.

**What happens after I submit my forms to CPSC?**

1. Proposals submitted to CPSC on a Form-1A, Form-1M, or Form-1AP, are typically forwarded to the Curriculum Subcommittee for study and recommendation.
2. Proposals submitted to CPSC on a Form-1 are typically forwarded to the Academic Affairs Subcommittee for study and recommendation.
3. Items not forwarded to a Subcommittee are acted upon at CPSC.
4. The Curriculum Subcommittee meets to discuss the proposal and forwards a Form-2 back to CPSC with their recommendations.
5. CPSC meets the following month to review the Form-2 recommendation and vote to either, approve, disapprove, or not act on the recommendation. These actions are reported to the college community by email, on a Summary of CPSC Actions Report.

### Flow of proposals through the CPSC process:



### How is CPSC Membership determined?

- Faculty members are appointed by the MCCEA each January for one-year terms.
- Administrative members are appointed each September by the VPAA for one-year terms.
- Committee members may send a representative if they will be absent at a meeting. The representative must be either a faculty representative when substituting for faculty member, or an administrative representative for an administration member.

### Bracketing and Deleting:

#### What does it mean to Bracket a course or program? \*

- Bracketing will remove a course or program from the current list of offerings.
- Bracketing requires CPSC approval and must be submitted to CPSC on a memo with rationale and division vote.

#### What does it mean to Delete a course or program? \*

- The course or program will be eliminated.
- Deletion is often used when a course or program is obsolete or a new course or program will replace it.
- Deletion requires CPSC approval and must be submitted to CPSC on a memo with rationale and division vote.

#### How do I delete or bracket a course or program? \*

- Submit a memorandum to CPSC with rationale and division vote.

### **How do I un-bracket a course?**

- Courses can be un-bracketed by submitting a memo.
- Un-bracketing requires a rationale and division vote.

\* **Note:** Courses that are deleted, bracketed, or changed significantly may have an impact on an existing program. In such cases, program coordinators must be notified of the potential impact to their program. In order to facilitate this communication (such as a change in credit/contact hours) submit a Program Impact Report. This report is available in Cognos. Contact your Division Office or the VPAA Office for assistance.

## **CPSC Subcommittee Information:**

### **What is the purpose of the Curriculum Subcommittee?**

- The purpose of the Curriculum Subcommittee is to study, discuss, and make recommendations of curricular changes/additions to the main body (CPSC).

### **When does the Curriculum Subcommittee meet?**

- The Curriculum Subcommittee meets the 2<sup>nd</sup> Friday of the month, September through April and occasionally in May.

### **What is the purpose of the Academic Affairs Subcommittee?**

- The purpose of the Academic Affairs Subcommittee is to study, discuss, and make recommendations of general subject for study to the main body (CPSC).

### **When does the Academic Affairs Subcommittee meet?**

- The Academic Affairs Subcommittee meets the 3<sup>rd</sup> Friday of the month, September through April and occasionally in May.

### **How is the Curriculum Subcommittee membership determined?**

- Faculty members are elected by the division at the December divisional meeting for a two-year rotational term beginning in January.
- Administrative members are appointed by the VPAA each year in September
- Committee members may send a representative if they will be absent at a meeting. The representative must be either a faculty representative when substituting for faculty member, or an administrative representative for an administration member.

### **How is the Academic Affairs Subcommittee membership determined?**

- Faculty members are elected by the division at the December divisional meeting for a two-year rotational term beginning January.
- Administrative members are appointed by the VPAA each year in September.
- Committee members may send a representative if they will be absent at a meeting. The representative must be either a faculty representative when substituting for faculty member, or an administrative representative for an administration member.

## **CPSC Policies and Procedures**

(This is not a complete listing of all CPSC policies and Procedures)

### **Bracketing or Deletion of Courses – November 2006**

- Courses submitted to CPSC for bracketing or deletion will be sent to the Curriculum Subcommittee for study to determine the effect of such action on programs across the College and will require CPSC approval.

### **Course and Program Revision Deadline- April 2007**

- Course and program revisions will not be implemented in a semester where enrollment has already started.
  - Course or program revisions for Winter Semester implementation need to be approved by CPSC no later than the October meeting.
  - Course or program revisions for Spring, Summer, or Fall need to be approved by CPSC no later than the March meeting.

### **Program Impact Reports- Course Deletion or Bracketing-**

- Courses submitted to CPSC for deletion or bracketing or to request a significant content change must be accompanied by a Program Impact Report which will identify the programs that are impacted by the course change. This report is available in Cognos. Contact your Division Office or the VPAA Office for assistance.

### **Ad-Hoc Subcommittee Reports- November 2007**

- As of November 2007, all Ad Hoc Subcommittees are required to submit a report to the CPSC each month.