

**Summary of Proposed Changes**

## 1. Changes to membership:

*The restrictions on which faculty can serve are relaxed; Director of Internships, the representative for Student Life, and faculty member formerly on GE committee are deleted from the membership list.*

## 2. Changes to responsibilities:

*The previous list item #1 was strengthened to emphasize the analogy to an academic department to clarify both (a) the areas in which OCP has autonomy and (b) the areas in which OCP would work with academic senate and/or full faculty.*

*Reporting to and other relations with senate are described in new list items. These are analogous to senate/committee relations described in revisions to GE and Program Review committees.*

*A preamble to the responsibilities list is added to clarify scope of the program, introducing the language of "Westmont-operated" and "Westmont-approved" programs. This language is also being proposed in a minor revision to Handbook section 1.3.3.2.b.2 (Primary Authority). This section is included in the attached draft, with the inserted phrase "Westmont-operated" bolded and highlighted. Although this is not specified explicitly in the Handbook, we understand "Westmont-operated" programs to include those for which we (a) hire faculty, (b) build and approve curriculum through our normal curricular processes, and (c) control the budget. "Westmont-approved" programs include the 60 or so programs for which students may receive Westmont credit but are not operated by Westmont. Academic Senate has agreed that changes to Westmont-approved programs should be summarized in OCP's annual summary report, whereas changes to Westmont-operated programs would come to senate for input and approval.*

**Proposed Revision:**

## 1.4.3.4.6 Off-Campus Programs Committee

## 1. Membership:

1. One faculty representative from each division, including faculty both with and without off-campus program experience, one elected annually to a three-year term.
2. Registrar (ex officio)
3. Director of Off-Campus Programs
4. Off-Campus Programs Coordinator (voice without vote)

## 2. Officers: The Director of Off-Campus Programs shall serve as chair person.

## 3. Responsibilities:

The Off-Campus Programs committee provides academic oversight to off-campus programs, including all Westmont-operated and Westmont-approved programs for which credit is granted.

1. The committee provides governance for off-campus programs analogous to that normally found in an academic department, including but not limited to the evaluation of programs, determination of qualifications for and recommendations to the Provost regarding staffing of Westmont-operated programs, and oversight of curriculum.
2. The committee is not generally involved in the logistical arrangements for the various off-campus programs.
3. The committee will submit to the Academic Senate any proposed policy or curriculum changes that might require approval by Academic Senate or the full faculty, and to receive from Academic Senate requests for action and information relating to matters of the academic program appropriate to its purpose and function.
4. The committee will submit to academic senate an annual 1- to 2-page summary of its work related to policy, program or curricular changes to the college's off-campus programs.

### **Current Handbook:**

#### 1.4.3.4.6 Off-Campus Programs Committee

4. Membership:
  1. One representative from each division, of which one but not more than two must have directed or participated in an off-campus program, one elected annually to a three-year term.
  2. Registrar (ex officio)
  3. A former member of the General Education Committee who has served within the past four years, elected to a two-year term
  4. Director of Internships
  5. Representative from Student Life
  6. Director of Off-Campus Programs
5. Officers: The Director of Off-Campus Programs shall serve as chair person.
6. Responsibilities:
  1. To provide academic oversight to off-campus programs. This includes, but is

not limited to, governance normally found in an academic department, evaluations of programs, determination of qualifications for and recommendations to the Provost regarding professors staffing programs, and oversight of curriculum.

2. In general, the committee would not be involved in the logistical arrangements for the various off-campus programs.
3. All existing and future off-campus programs for which Westmont credit is granted would be included.

### 1.3.3.2 Primary Authority

- a) The faculty, together with the Provost, govern curriculum and formulate academic policies through formal action in faculty meetings and the committee structure; the latter is used to implement established policy, to develop and recommend changes, and to interpret policy as necessary.
- b) Curricular and academic policy changes are processed through the Academic Senate. The following items require submission by the Faculty Council for action by the full faculty for implementation:
  - 1) the addition or deletion of a major;
  - 2) the addition or deletion of a complete field of study, including any programs which do not fall within the direct supervision of an existing academic department or any **Westmont-operated** semester-long off-campus study program;
  - 3) the addition or deletion of a graduation requirement;
  - 4) the addition or deletion of a general education requirement;
  - 5) an alteration in the structure of the grading policy;
  - 6) an alteration in the institutional academic calendar (e.g., quarter, semester);
  - 7) an alteration in the daily class schedule.

**1.4.3.3.1 Academic Senate**

## c) Responsibilities:

- 1) To steward and maintain the integrity of the academic program, including curriculum, general education, majors, support programs, and off-campus and special programs.
  - (a) To review, approve, and instate changes in academic programs, and to submit these changes through faculty council for action by the full faculty in cases where said changes are designated in *section 1.3.3.2.b* as requiring a vote of the full faculty
  - (b) To engage in academic planning, to assure that academic evaluation effectively takes place, and to recommend changes in academic staffing and resources.
  - (c) To recommend changes in admissions policies and practices
  - (d) To recommend changes in the area of learning resources, including the library and educational media
  - (e) To initiate changes in grading practices and student evaluation
  - (f) To accept and consider proposals from students, faculty, staff, or other constituencies and respond with recommendations
  - (g) To read and discuss yearly summary reports from the Program Review Committee, the General Education Committee, and the Off-Campus Programs Committee
  - (h) To read and discuss regular summary reports from the Strategic Planning Committee