

Section C: Curriculum and Academic Planning (CAP) Committee

1. Purpose:

The Committee is charged with guiding the overall curricular development and academic planning of the College including continuous review of all aspects of current academic offerings to ensure that they are consonant with the overall guidelines established by the Board of Trustees, by the officers of the State University of New York, and the standards developed by appropriate accreditation bodies, except those specifically delegated to other standing committees.

The Committee also has the following responsibilities:

- a) To review and approve all proposals bearing on the curriculum of academic programs. No changes in the academic programs may be implemented without the approval of the committee. All proposals shall include a detailed analysis of the impact on the allocation of college resources.
- b) To forward to the Faculty Senate for action, the following types of recommendations:
 - (1) Changes in policies and practices relating to curriculum development.
 - (2) General principles that will guide curriculum development at the College.
 - (3) Long range academic plans that will guide overall curriculum development of the College.
 - (4) Guidelines and procedures for the assessment of existing academic programs, including the criteria to be used in the selection of outside evaluators.
 - (5) Proposals concerning new programs, majors, and minors; significant revisions of existing college-wide programs; phasing-out, terminating, deactivating, or deregistering existing programs; and college-wide rules and regulations affecting curricular options for students (such as independent study, internships and minors), that have been approved by the Committee.
- c) To evaluate and approve periodic program reviews that are conducted at the school or department level in accordance with the SUNY guidelines (as approved by the Old Westbury Faculty Senate); and forward such approved reviews to the Director of Assessment and the Office of the Provost.
- d) To review the sections of departmental Year End reports (prepared for the Office of Academic Affairs) that describe any changes made over the past year concerning curriculum development and resource uses, such as new or terminated course offerings, degree requirements, use of teaching resources, and curricular links with other programs/departments/schools or other institution forwarded to CAP by the Chairs of the departments.
- e) To assess the progress made on implementation of recommendations from prior program reviews.

- f) To facilitate inter-program/departmental cooperation in curriculum development.

- g) To make recommendations concerning the allocation and reallocation of faculty lines.

- h) To receive and review program/departmental requests for additional faculty resources. In some cases, in the absence of an appropriate department to request faculty resources, the Senate, after considering a request by the Administration to the Executive Committee of the Senate, and if finding the request appropriate, may instruct the ARPT Committee to appoint a three-member ad-hoc selection panel to identify candidates for new positions or replacement of positions. The selected candidate or candidates will then be proposed to the ARPT Committee for approval and recommendation to the Academic Vice President.

2. Membership

The Committee shall be composed of nine members elected from the voting faculty: one representative each from the Schools of Business and Education and three representatives from the School of Arts and Sciences, and four at-large representatives, with no more than one representative from any one Department. In addition, the Academic Vice President, Director of First-Year Program, Director of General Education, and Director of Assessment, are members ex officio without vote. The Committee shall elect a Chair from the voting faculty membership at the beginning of each academic year. The Chair of the Committee shall receive one course release in the spring semester of the chair's term.

3. Term:

Faculty members on the committee shall be elected for staggered terms of three years so that three members will be replaced every year. In the implementation of the three additional at-large members:

- a) The faculty member receiving the greatest number of votes shall be designated for a three-year term, the faculty member with the second most votes shall be designated for a two-year term, the faculty member receiving the third most votes will be designated for a one-year term.
- b) Existing committee members will complete their designated terms.

For the initial implementation of this provision for the entire committee, please see 2006 Bylaws.

4. Procedures:

- a) CAP recommendations approved by the Faculty Senate will be forwarded to the Office of Academic Affairs, for adoption as official College policy.
- b) The Committee shall designate a representative to the RABPC at the same meeting at which the Chair and Secretary are elected.
- c) When a program or proposal is not approved by CAP, the Committee shall submit a detailed rationale for its decision to the program and to the Senate in a

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CURRICULUM AND ACADEMIC PLANNING (CAP) COMMITTEE

Guidelines for Submitting Faculty Line Requests

2019-2020

Departments may submit proposals to request new or replacement faculty lines, via email to the CAP chair, Amanda Frisken (friskena@oldwestbury.edu), by **Monday, April 20, 2020**. As directed by the Faculty Bylaws, CAP will review all submissions on the basis of the criteria outlined below, so as to make recommendations to the Provost for new faculty hires. Although advisory in nature, CAP's recognition of urgent need can provide support for department requests for faculty lines. This helps retain the faculty's central role in decisions affecting the College curriculum.

Please outline your reasons for the new line in response to the prompts below. Keep responses brief and evidence-based (referencing supporting documents or links as appropriate), and your proposal to a maximum of 5 pages.

Provide position description, in roughly 150 words.

Insert text here

Outline the department's process for determining this line need (i.e. formation of subcommittee, discussion at meeting, vote tally, etc).

Insert text here

1. Equity. Discuss rationale for the faculty line in terms of equity with other departments, in terms of:

- a. Ratio of tenure-track faculty to part-time or contingent faculty (with discussion of lecturer and/or visiting positions, if any)

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Insert text here

- b. ratio of faculty to the number of students served in the major

Insert text here

- c. ratio of faculty to the number of students served outside of the major.

Insert text here

2. Curricular needs. Explain [rationale / or justification] how the line is necessary to cover curricular demands:

- a. In the major (i.e., department curricular needs)

Insert text here

- b. Outside of the major (i.e., college-wide curricular need)

Insert text here

- c. In order to start a new degree program that has been approved (new program need)

Insert text here

- d. In order to renew or acquire approved accreditation (accreditation need)

Insert text here

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3. Alignment with Institutional Guiding Documents. Demonstrate how the line request is consistent with and/or aligns with:

- a. The Department/College Mission

Insert text here

- b. The College's current Strategic Plan

Insert text here

- c. The Department's most recent Five Year Review (and other relevant documents)

Insert text here

4. External Opportunities and Connections. Explain how the line would establish and/or strengthen:

- a. Links to external funding

Insert text here

- b. Links with potential field placements, employers, and other career development opportunities

Insert text here

- c. Relationships with community organizations, external research, and educational partners

Insert text here

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5. Other. Identify other reasons for the line request:

- a. Other notable benefits for the College

Insert text here

- b. Special or additional considerations not addressed above.

Insert text here