

CFA requests that FAC consider the issue of department "impact statements" for sabbatical leave applications with respect to:

- what is admissible in an impact statement; what is not
- impact statements by chairs who serve on the Professional Leave Committee
- ranking of recommendations to the Provost: how are "recommended" proposals ranked? Should applicants be informed of the ranking criteria through the sabbatical leave policy?

The request comes from a situation where the chair was a member of the PLC and on the impact statement expressed objections to the sabbatical proposal (did not support).

Definition:	This policy defines which office maintains curriculum forms, which Academic Senate committee has oversight of which forms, and specifies how existing forms can be changed and new forms created.	
Authority:	Title 5, §40100	Authorization to Establish Curricula
	Title 5, §40100.3	Authorization to Establish Teacher Education Programs
	Title 5, §40101	Authorization to Recommend for Teaching Credentials
	Title 5, §40300	Extension Courses. Establishment and Maintenance
	Title 5, §40400	Procedure for Granting Diplomas, Certificates and Degrees
	Executive Order 602	Delegation of Authority - Authority to Approve Option, Concentrations Special Emphases, & Minors in Designated Academic Subject Categories
	Executive Order 806	Certificates and Certificate Programs
Scope:	All forms required by Academic Senate committees and Academic Affairs in order to approve curricula.	

Curriculum forms are created by Academic Senate committees and maintained by the Curriculum and Scheduling Office. A list of curriculum forms in use at the time that this policy is being updated, and the committee responsible for changing these forms is included below.

- Extended Studies [regular] Course Form (E Form)
- Extended Studies [regular] Topics Form (E-T Form)
- Extended Studies [non-degree credit] Course Form (X Form)

- Abstract Form (A Form)

- Lower Division General Education Area A Form (Form LDGE – A)
- Lower Division General Education Area B Form (Form LDGE – B)
- Lower Division General Education Area C Form (Form LDGE – C)
- Lower Division General Education Area D Form (Form LDGE – D)
- Lower Division General Education Area E Form (Form LDGE – E)
- Upper Division General Education Area B Form (Form UDGE – BB)

- Upper Division General Education Area C Form (Form UDGE – CC)
- Upper Division General Education Area D Form (Form UDGE – DD)

University Curriculum Committee (UCC) Forms:

- Course Creation Form (C Form)
- Course Creation Form (C-2 Form)
- Course Deletion Form (D Form)
- Special Topics Form (T Form)
- New Program Form (P Form)
- New Program Template*
- Table I for New Program Template
- Table II for New Program Template
- New Minor-Option-Concentration-Credential Template
- New Certificate Template
- Program Change Form (P-2 Form)

* Template must retain all items (with the original wording) on the template received from the Chancellor's Office, but clarification and additional requirements may be added.

The Curriculum and Scheduling Office may make non-substantive changes to curriculum forms (e.g., correction of typographical errors, renumbering of questions, adding check-boxes, etc.). Any such changes are to be reported to the Academic Senate committee that has jurisdiction over the form.

The Academic Senate committee that has jurisdiction over the form is responsible for any substantive changes (requests for additional information, signature lines, etc.). These changes will be reported to the Executive Committee of the Academic Senate, which will determine whether the changes are significant enough to warrant presenting the new forms to the Academic Senate as an action item, or whether they can simply be reported to the Senate.

Any new curriculum form must be approved by the Academic Senate. The form will be maintained by the Curriculum and Scheduling Office, and oversight will be assigned to the Academic Senate committee which created it – unless the Academic Senate directs that it be overseen by a different committee.