Undergraduate Course and Program Approval Committee (CPAC)

Undergraduate Course and Program Approval Committee (CPAC) reviews and makes recommendations to the Faculty Organization’s Undergraduate Affairs Council (UAC) for action on undergraduate course and program proposals approved by a college or school (as indicated by the signatures of the Department Chair and College Dean) and reviewed by the Records and Registration office. Proposals are reviewed for the following actions:

Courses
- addition of new undergraduate courses
- changes in title, description, number, prerequisites, and other actions as required by the application process as determined by UAC and administrative policy
- deletion of existing undergraduate courses

Programs
- addition of new undergraduate programs
- changes in program title, description, course requirements, credits, and other actions as required by the application process as determined by UAC and administrative policy

Responsibilities
CPAC peer reviews course and program proposals in order to maintain acceptable standards of quality in the courses and programs offered at Eastern Washington University. To fulfill this function, the committee serves to ensure
- that courses and programs are pedagogically and philosophically sound (according to generally accepted standards)
- that program descriptions and course syllabi are clear and understandable
- that the proposals (course/program) fit the university mission and strategic plan
- that credits and course numbers match specified workload and level
- that signatures from the appropriate Chair, Dean, and library representative are present, thereby indicating sufficient resources exist to support the proposal
- that there is an established need for the course or program.

The committee is also responsible for resolving questions concerning course numbering, course duplication, applicability of grading system (pass/no credit or grade), and other questions that may arise pertaining to changes in undergraduate courses and programs, including compliance with applicable faculty organization and administration guidelines as well as university policies.

The committee is also responsible for determining the process required to review and approve courses and programs, including the addition and revision of forms and/or software information entry systems.
Committee membership
The committee consists of voting and non-voting members.

Voting members
Each of the four (4) colleges must have three (3) faculty members as CPAC representatives. Positions will be filled according to section 300-120-040 as described in the manual of University Policy and Procedures.

At least one representative from each college must attend every CPAC meeting. Representatives that miss three (3) meetings per quarter after their first year of service will be considered to have resigned from the committee. After the third missed meeting, a co-chair will contact the Chair of the Academic Senate and request that a replacement be designated. CPAC will not consider proposals from academic units that do not have full representation on the committee. The term for a college representative is three (3) years. In the first year, a college representative may act as an alternate representative, reviewing proposals and attending committee meetings as needed. In the second and third years of service, representatives are responsible for reviewing proposals and attending all meetings. Representatives not only review proposals and attend meetings of the committee but also serve as liaisons between CPAC and submitting departments and provide information and direction to submitting departments as they prepare their proposals.

ASEWU Academic Affairs representative

Non-Voting members
Representative from Records and Registration
Representative from Undergraduate Studies

Governance
The committee elects two co-chairs. In addition to acting as representatives for their college or school, the co-chairs schedule meetings, establish meeting agendas, distribute proposals, act as liaisons with the Undergraduate Affairs Council (UAC), package CPAC approved proposals for submission to UAC, and consult with representatives from Records and Registration and the Faculty Organization. One representative from each of the colleges must be present to constitute a quorum for any meeting where regular business of the committee will be conducted except the consideration of course and program proposals. Quorum for consideration of course and program proposals requires that each college be represented and that at least two representatives must be present from any college having proposals on the agenda.

Review Process
Approximately one week prior to each meeting, members will receive a packet of proposals for review. Members review each proposal and come to the meeting prepared to discuss proposals. Once proposals are reviewed and discussed by the committee, members vote to approve, to approve contingent upon requested changes, to return for further revision, or not to approve proposals. Proposals that receive a majority vote for approval (with requested changes, if any, complete) are forwarded to UAC. The committee will identify, for UAC, proposals that may require further discussion and debate prior to final approval.
The deadline for submission of proposals to be included in the following year’s catalog will be November 1 of each year or the first business day after November 1, if that date falls on either a Saturday or a Sunday in any year. All proposals submitted by that date will be considered by CPAC and a recommendation will be made on them to UAC prior to the catalog deadline established by the university. To be considered submitted by that date, the substantially complete original proposal must be submitted to the Office of Undergraduate Affairs by the close of business on that date. To be considered substantially complete a course or program proposal must at a minimum have all of the required information present including as appropriate both the old and revised course title, prerequisites, course description, catalog information, contact information, and all required concurrence/non-concurrence signatures. Any proposal submitted by the deadline date which is not substantially complete will not be considered to have been submitted and will be returned to the originating department to be completed prior to resubmission. Proposals which are originally received after the November 1 deadline or proposals which are returned as substantially incomplete will be reviewed by CPAC as time and agenda space allow and at the discretion of the co-chairs of the committee in consultation with the Office of Undergraduate Affairs. Proposals submitted after the deadline will generally not be considered by the committee prior to the catalog deadline of the university.

No proposal will be scheduled for any CPAC agenda which is not substantially complete including all required signatures (including Chair, Dean, and all required concurrence/non-concurrence signatures) as determined by the Office of Undergraduate Affairs in consultation with the co-chairs of the committee. Proposals which are found to be incomplete during the committee review process may be passed by the committee contingent on the deficiencies being remedied but those proposals will not be forwarded to UAC until those defects are corrected.

Proposals which are passed by CPAC will be returned to the originating department for a two week review period. During that period, departments may review any changes made during the CPAC meeting and must address any deficiencies noted by the committee. Once the deficiencies are addressed, the proposal will be forwarded to UAC with the CPAC recommendation. The originating department may decide during that review process to reject any changes made during the committee review process. Such a decision will require that CPAC consider the proposal de novo at a subsequent meeting. Reconsideration will be scheduled as time and agenda space allow and at the discretion of the co-chairs of the committee in consultation with the Office of Undergraduate Affairs.

To facilitate the efficiency of the review process, the committee strongly encourages sponsors of proposals to attend the meeting at which their proposal will be reviewed. Proposals which are on the agenda may be tabled if significant questions arise and a faculty sponsor is not present. Tabled proposals will be taken from the table in subsequent meetings as time and agenda space allow and at the discretion of the co-chairs of the committee in consultation with the Office of Undergraduate Affairs.