

MEMORANDUM

TO: Dr. Ana Borger-Greco
Faculty Senate Chairperson

FROM: Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: August 15, 2012

SUBJECT: APPROVAL OF FACULTY SENATE CURRICULAR RECOMMENDATIONS

As the President's designee, I am informing you of the approvals of the following Faculty Senate Curricular Actions.

Faculty Senate action at June 5, 2012, meeting:

Changes in Governance and Policies:

REVISED Policy

Curriculum Approval Policy; Approval Process for Courses and Programs

The following approval process is applicable to all courses and programs in associate degree and baccalaureate program offerings. New courses with a distance learning (DL) focus will follow the approval process for all new offerings. Explicit guidelines may be found in the Distance Learning (DL) Course Approval Process for converting existing courses into a Distance Learning delivery format.

Curriculum Committee Reviews

The addition of new courses and programs and the addition/~~deletion~~ of specific designations of existing courses (e.g., General Education course labels, including, but not limited to, Community and Cultural Diversity, G1, G2, G3, Laboratory, Perspectives, and Writing labels) will be proposed by one or more departments and submitted to the appropriate school curriculum committee(s) for evaluation. Proposals receiving negative decisions shall be returned to the initiating department(s), accompanied by a statement explaining the rejection rationale.

Comment [alm1]: Only change to this document. Deletion of GenEd labels addressed on Major/Minor Change document.

REVISED Policy Continued:

Proposals approved by the school curriculum committee(s) shall be forwarded to the appropriate Faculty Senate curricular committee.¹ Proposals not approved by the Faculty Senate curricular committee shall be returned to the initiating department(s) accompanied by an explanation for the committee's decision. Should a proposal not be approved on two separate reviews by the school curriculum committee or a Faculty Senate curricular committee, the initiating department(s) shall have the right to appeal to the Faculty Senate for approval to continue through the curricular process. Should either the school curriculum committee or a Faculty Senate curricular committee fail to act upon a proposal within two months² after receipt, the initiating body shall have the right to appeal to the Faculty Senate, whose decision shall be final.

Any decision of a Faculty Senate curricular committee may be reviewed by the Faculty Senate; however, if a decision on a new course or the new designation of existing courses (e.g., General Education course labels, including, but not limited to, Community and Cultural Diversity, G1, G2, G3, Laboratory, Perspectives, and Writing labels) is not challenged by the next senate meeting after the Faculty Senate curricular committee decision, the decision will be considered approved by the senate.

Administrative Approval and Catalog Listing

New courses and designations must be duly approved by the Provost before being listed among a semester's course offerings or being placed in the undergraduate catalog.

Each course description listed in the catalog shall include a statement of the number and type of class meeting hours per week and when the course is normally offered.

Decanal Analyses of Resource Implications

Course and program development and modifications frequently have serious implications for resource allocations. To ensure early administrative response to the financial implications of a curricular proposal, proposals submitted to the school curriculum committee(s) for evaluation will be submitted simultaneously to the appropriate school Dean. The school Dean will provide an assessment of the impact on resources in writing to the initiating department. Nothing in this statement shall be interpreted to mean that the Dean can delay or prevent courses and programs from being considered by the appropriate departmental, school, or University committee.

¹ All major and minor course and program changes in undergraduate and in-service teacher education courses shall be submitted for approval to the Teacher Education Council, as described in the policy on "Major and Minor Course and/or Program Change Procedures."

² Since Faculty Senate committees do not typically meet outside of the regular fall and spring semesters, the two month period applies only to the regular fall and spring semesters.

REVISED Policy Continued:

Experimental Courses

In order to encourage experimentation and to provide timely courses in a variety of areas, departments are permitted to offer one experimental course per calendar year, with the approval of the department. The course will not be offered again until it has been evaluated by the students and the department and approved according to the regular approval process.

1. All experimental courses will be designated with a number ending in "79."
2. Experimental courses may not count in General Education nor carry writing, community and cultural diversity, or perspectives designations.
3. As part of the course approval process, a department may request that a course originally offered on an experimental basis count retroactively as General Education and/or with a specific designation.

Interdisciplinary Courses

"Interdisciplinary courses" are defined to include the following categories: 1) courses that reflect inter-relationships among two or more disciplines, 2) Perspectives courses with interdisciplinary content, 3) courses cross-listed by two or more departments, or 4) divisional courses as provided and defined in the "Course Identification Policy."

In proposing interdisciplinary courses, departments of all disciplines significantly involved must be consulted by the course proposer(s). The results of such consultation shall accompany the course proposal through all stages of the course and program approval process.

COMMENT: Removing the reference to the deletion of General Education labels/designations in this governance policy is a unique process so it is addressed only in the Major and Minor Course and/or Program Change Procedures; Curriculum Approval Policy document.

Approval Effective, Fall 2012

Changes in Governance and Policies:

REVISED Policy

Curriculum Approval Policy: Major and Minor Course and/or Program Change Procedures

Minor Course Changes

Minor course changes are changes that do not fundamentally alter the nature, function or accessibility of the course, nor impact on the ability of students to complete this or other courses in their program of study. Examples include: updating catalog descriptions, most course numbering changes, and course title changes.

REVISED Policy Continued:

Procedure

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all course changes early in the approval process.
2. Minor course changes affecting department majors only require approval of the department offering the course, the appropriate school curriculum committee, the school Dean, and the Associate Provost for Academic Administration.
3. Minor course changes affecting more than one department also require consultation with the affected departments.
4. Minor course changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).
5. Minor course changes for courses required of all University students or all students pursuing a particular degree (e.g. BSE) also require approval of the appropriate Faculty Senate committee: Undergraduate Course and Program Review Committee (UCPRC) or Graduate Course and Program Review Committee (GCPRC).
6. Following approval by the appropriate committee (school curriculum, TEC, or senate committee), it is the committee's responsibility to report its approval to the Associate Provost for Academic Administration for final determination and implementation. The Associate Provost will inform the pertinent University offices and Faculty Senate of final disposition.

Major Course Changes

Major course changes are changes that fundamentally alter the nature, function or accessibility of the course, or impact the ability of students to complete this or other courses in their program of study. Examples include: adding most new course prerequisites, adding or deleting significant course content (i.e., including the addition of

Comment [alm2]: Specifies GenEd label additions. Deletions handled separately below.

Procedure

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all course changes early in the approval process.
2. Major course changes require approval of the department offering the course, the appropriate school curriculum committee, the appropriate Faculty Senate committee (UCPRC or GCPRC), the Faculty Senate, and the Deans' Council. The Provost will inform the pertinent University offices and Faculty Senate of final disposition.

REVISED Policy Continued:

3. Major course changes required for majors or minors in other departments also require consultation with the affected departments.
4. Major course changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).

Deletion of Courses or Removal of General Education Designation Labels

When a department elects to remove General Education labels (e.g., Community and Cultural Diversity, G1, G2, G3, Laboratory, Perspectives, and Writing labels), the Department Chair will notify the appropriate School Dean and the Associate Provost for Academic Administration. All department chairs will be notified by the Associate Provost for Academic Administration and given two weeks to communicate related concerns to their School Dean for discussion. Any issues will be resolved at Deans' Council in consultation with departments. Resulting course changes will be communicated to the Registrar's Office for implementation. Removal of a General Education label from a course must be done prior to or in conjunction with submission of the schedule for the effective semester to the Dean.

Comment [alm3]: Separates sections for removing GenEd labels and deleting courses from catalog.

Comment [alm4]: Provides broad notification and promotes discussion among impacted depts.

Comment [alm5]: Ensures changes are in place prior to release of information to students.

Inactivation and Reinstatement of Courses

Prior to the annual printing release of the University catalogs, the departmental listing of courses shall be reviewed by the appropriate departmental committee(s). If a course has not been offered in the previous two years or planned for the next two years, the department shall either delete the course from the catalog or list the course as "offered infrequently." Courses deleted from the catalog will be considered inactive for six years after which they will be discontinued. Departments are encouraged to retain course materials and approved learning objectives for courses deleted from the catalog.

Comment [alm6]: Encourages depts to keep catalog listings current.

Comment [alm7]: Defines time frame for course to be reinstated as below versus full approval process.

When a department elects to inactivate a course, the Department Chair will notify the appropriate School Dean and the Associate Provost for Academic Administration. All department chairs will be notified by the Associate Provost for Academic Administration and given two weeks to communicate related concerns to their School Dean for discussion. Any issues will be resolved at Deans' Council in consultation with departments. Resulting course changes will be communicated to the Registrar's Office for implementation.

Comment [alm8]: Provides broad notification and promotes discussion among any depts impacted.

An inactivated course which has been deleted from the catalog may be reinstated by submission of the approved learning objectives a departmental request directed to the appropriate school curriculum committee, following and notification of the school Dean. The committee shall report its approval to the Associate Provost for Academic Administration. Once a course has been discontinued, the regular approval process for new courses must be used.

Comment [alm9]: Allows for quick reinstatement provided that course goals are maintained.

~~When a course is deleted from a department's offerings, or when a label is removed from a course, the chair of the appropriate school committee shall inform the appropriate Faculty Senate committee (UCPRC or GCPRC) of such action. The Faculty Senate committee chairperson will then communicate that action to Faculty Senate.~~

REVISED Policy Continued:

Minor Program Changes

Minor program changes are changes that do not fundamentally alter the requirements, the length of time, or the academic preparation necessary to complete a particular course of study. Examples of minor program changes are: expanding the number of courses available in an elective block and renaming an option within a major.

Procedure

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all program changes early in the approval process.
2. Minor program changes affecting departmental majors only require approval of the department offering the program, the appropriate school curriculum committee, the school Dean and the Associate Provost for Academic Administration.
3. Minor program changes affecting majors or minors in other departments also require consultation with the affected departments.
4. Minor program changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).
5. For minor program changes affecting all University students or all students pursuing a particular degree, approval of the appropriate Faculty Senate committee (UCPRC or GCPRC) is required.
6. Following approval by the appropriate committee (school curriculum, TEC, or senate committee), it is the committee's responsibility to report its approval to the Associate Provost for Academic Administration for final determination and implementation. The Associate Provost will inform the pertinent University offices and Faculty Senate of final disposition.

Major Program Changes

Major program changes are changes that fundamentally alter the requirements, the length of time, or the academic preparation necessary to complete a particular course of study. Examples of major program changes are: adding additional requirements to a major, adding an off-campus field experience, and significantly reducing the variety of courses in an elective block.

REVISED Policy Continued:

Procedure

1. The school Dean, as the Provost's designee, will decide whether a change is major or minor. Therefore, it is important that the school Dean be notified by the department chairperson of all program changes early in the approval process.
2. Major program changes require approval of the department offering the program, the appropriate school curriculum committee, the appropriate Faculty Senate committee (UCPRC or GCPRC), the Faculty Senate, and the Deans' Council. The Provost will inform the pertinent University offices and Faculty Senate of final disposition.
3. Major program changes affecting majors or minors in other departments also require consultation with the affected departments.
4. Major program changes in undergraduate, graduate, and in-service teacher education also require approval of the Teacher Education Council (TEC).

Unresolved Issues

Unresolved questions regarding whether a change is major or minor shall be referred to the Provost and Vice President for Academic Affairs.

COMMENT: When departments decide to drop General Education labels/designations from their courses, it is critical for the university community to know in sufficient time for effective academic planning. The recommendations the academic policy committee suggest provides greater clarity to the policy and procedures for major and minor course and/or program changes. To identify a few enhancements, broad notification will be utilized by the associate provost for academic administration to encourage discussion among impacted departments, a time frame is specified to ensure curricular changes are implemented prior to publication of registration and scheduling information to students and advisors, and the recommendations designate that approved learning objectives are maintained by departments as the criteria for simple reinstatement of inactive courses.

Approval Effective, Fall 2012