
*University Curriculum Council Guidelines
and
Procedures for Submitting Catalogue Changes*

Revised November 2003



*University Curriculum Council Guidelines
and
Procedures for Submitting Catalogue Changes*

Table of Contents

Responsibilities	1
Membership.....	1
Standing Rules	2
Departmental Curriculum Committee	3
Department Head	3
College/School Curriculum Committee.....	4



University Curriculum Council Guidelines and Procedures for Submitting Catalogue Changes

Responsibilities

The University Curriculum Council is charged with the responsibility of providing evaluations and recommendations on all proposals for course and curriculum revisions and for new program reviews. The membership of this council is to act in such a way as to establish and maintain academic standards for the entire University. Members represent the faculty at large; therefore, individual members do not act as representative of any individual, department, or college within the University.

Membership

The University Curriculum Council consists of the Chairman and Vice Chairman of the College of Arts and Sciences Curriculum Committee, Chairman of the Colleges of Basic Studies, Business and Technology, and Education and Human Development, and Nursing and Health Sciences Curriculum Committees, the Chair of the Graduate Council, and a Student Government Association representative, and a member of the Sims Library Staff. The student member is to be selected by the SGA Senate. The Student Government Association and Sims Library representatives serve as liaisons with no voting privileges.

Standing Rules

1. The Council will elect its own chair. The chairman votes only in the event of a tie.
2. The editor of the University Catalogue will serve as secretary. (No voting privileges)
The Dean of Enrollment Management serves ex officio. (No voting privileges)
3. The Council, via formal University Curriculum Council Minutes, will make recommendations to the Provost/Vice President for Academic Affairs.
4. Four votes shall constitute a quorum.
5. Any member, including the chairman, may request a written ballot.
6. Deans, department, and/or designated faculty may speak on behalf of proposals.
7. The Council will be concerned with substantive changes. Deans are responsible for editorial changes in the Catalogue. Requests for editorial changes will be outlined in a memorandum format and forwarded to the Secretary of the University Curriculum Council. The request will be reviewed by the Dean of Enrollment Management, Chairman of the University Curriculum Council, and Secretary of the University Curriculum Council.
8. Recognizing that individual members do not represent colleges as advocates, substitutes are not to be sent in case of absences from University Curriculum Council meetings. Members expecting to be absent will notify the chairman and dean of his/her college. The projected absence will also require the member to state, in writing, positive and negative reactions to scheduled agenda items. Copies of the member's reactions will be sent to the Chairman of the University Curriculum Council and his/her dean.
9. **New course or revised course requests** and other **Catalogue changes** should be forwarded to Council members at least **30 days prior to Council action**. A minimum **60-day review** period **will apply to requests for new or revised programs**.
10. The Chairman of the University Curriculum Council and the Dean of Enrollment Management will review all requests and ascertain that appropriate forms have been filed, completed, and meet scheduled time lines. The Dean of Enrollment Management will prepare an agenda and notify deans of scheduled testimony times. Deans will be responsible for notifying department heads.
11. The University Curriculum Council has authorization to withdraw or table items in order to seek clarification or additional information.
12. The Council will normally schedule **monthly meetings** with a **two-hour** time limit.
13. Chairmen of the College Curriculum Committees should be elected/appointed for two-year terms with the election held in the Spring. Members of the University Curriculum

Council will have staggered appointments (50% of the members of the Council would be newly appointed each year). Membership on the Council would be limited to a maximum of two consecutive terms (4 years).

14. The Council recommends strict adherence to the **February 15 deadline for submission of materials to be considered for the following year's Catalogue**. Exceptions to the deadline will be allowed for emergencies or mandated changes by external agencies. Appropriate documentation must be presented with the request and each will be considered on a case-by-case basis. **Items submitted under this provision should be forwarded to Council members at least 15 days prior to Council action.**

Departmental Curriculum Committee

1. Each department will establish a Departmental Curriculum Committee consisting of at least three full time faculty members. The chairman of the committee will normally serve as the representative to the College Curriculum Committee.
2. Proposed curriculum changes can be initiated by the department head or any faculty member through the department head. **The department head is responsible for completing the appropriate color-coded form and submitting materials to the Departmental Curriculum Committee Chairman.** All other copies will be submitted on **white paper**.

When favorable action is taken by the Departmental Curriculum Committee, the Chairman forwards the request to the department head who, in turn, reviews the materials and approves or disapproves the proposed curriculum changes.

The department is responsible for securing the signature of the Secretary of the University Curriculum Council prior to submitting materials to the College/School Curriculum Committee. The Secretary's responsibilities are for review purposes only, e.g., proper numbering system, proposed placement in Catalogue, etc.

Department Head

Approval

Approval by the department head requires the following action:

1. Ascertaining that forms are properly completed.
2. Attaching relevant materials.

3. Duplicating and distributing materials to all review levels, including College/School Curriculum Committee, Council for Teacher Education (when necessary) and Graduate Council (when necessary), and Dean of Enrollment Management. **The color-coded forms and fifteen collated copies/sets (white paper) are required for University Curriculum Council action.** If the sets are not in the proper order for immediate distribution to the committee members, they will be returned to the Department Head.
4. Moving the proposed changes through the remaining review procedures and securing required signatures on color-coded forms.
5. Closely monitoring curriculum review procedures at departmental, college, and University levels.

Disapproval

Disapproval by the department head will require additional dialogue and interaction with the Departmental Curriculum Committee: Issues of disagreement must be resolved prior to forwarding materials to the College/School Curriculum Committee.

College/School Curriculum Committee

Academic Deans will establish internal guidelines for curriculum review; however, for consistency, each College/School Curriculum Committee will follow two procedures:

1. The chairman will be elected/appointed for a two-year term.
2. The election will take place in the spring semester, and the chairman will take office at the beginning of the fall semester.

Items approved by the College/School Curriculum Committees should be shared among the academic deans. The dean of each college should be especially sensitive to pending changes which may have an impact on departmental curricula housed in other colleges. When controversies arise, issues and questions should be resolved between deans and/or between deans and departments prior to forwarding the materials to the University Curriculum Council.

When negotiations between colleges have reached an impasse, the University Curriculum Council will hear testimony and make a recommendation to the Provost/Vice President for Academic Affairs.

Revised November 2003