

**SENATE ACTION FORM**

No. 1263

**Subject:** Curriculum Policy Update

**Reference to Senate Minutes dated:** 4/29/24

**Senate Action**

MOTION:

VOTE:



[REDACTED]

(6) In each section of a course with at least three (3) enrolled students, the instructional staff member shall maintain a course site (or ) on the University's Learning Management System ("LMS"). The site must include the elements of the course teaching syllabus outline as descriu

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the proposed changes are minor

- A Curriculum Committee
- B College Curriculum Committee advisor notes/other remarks sent to originating unit
- C Chair of Department/Director of school housing originating program area
- D Dean of college housing the originating unit

c Variable Title Each college is responsible for setting up internal procedures for reviewing changes to existing variable title courses including new topics

- I Undergraduate variable title courses will be reviewed once when initially proposed
- II Graduate variable title courses will be reviewed every two years

d Major Change

- I An curriculum change not listed as a minor change is considered a major change
- II Process Steps in Curriculum Approval for Major Changes
  - A Originating Unit Curriculum Committee
  - B College Curriculum Committee advisor notes/other remarks sent to the originating unit
  - C Chair of Department/Director of school housing originating program area
  - D Dean of college housing the Originating Unit
  - E Liberal Arts Council if general education
  - F Professional Education Council if teacher education
  - G Dean of the College of Education Behavioral Sciences if teacher education
  - H Dean of the Graduate School if graduate curriculum
  - I Chief Academic Officer
  - J Board of Trustees if necessary

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a General Provisions Units originating curriculum changes new course program modifications will submit catalog copy reflecting the proposed change and course information as required b Academic Affairs New course proposals or major modification to existing courses must include a course syllabus New or modified program proposals must be accompanied by necessary course proposals The originating unit will forward curriculum changes which shall include the following for all changes

- I Description of the change

- II Rationale for the change
  - III Impact of the change both within and outside of the originating unit including resources equipment and supplies
  - IV Assurance that all affected parties have been notified of the proposed change along with a summary of any objections from affected units
  - V Inclusion of all appropriate forms
- b College Curriculum Committee
- I Ensure changes are consistent with college objectives and academic standards integrity
  - II Ensure any necessary codes are included and correct
  - III Ensure that affected areas have been contacted about the proposal
  - IV Ensure that all necessary documents are included and complete
  - V Complete review within three weeks of receipt of curriculum proposal  
Curriculum change shall move forward if remarks are not submitted within three weeks
  - VI Forward committee remarks to the originating unit
- c Department Chair School Director
- I Ensure that the change is consistent with disciplinary responsibilities of the department school
  - II Determine if adequate resources are available to support the proposed change
  - III Complete review within two weeks of receipt of curriculum Curriculum change shall move forward if remarks are not submitted within two weeks
  - IV Forward proposed changes to the dean along with the remarks of advisors councils and committees
- d Dean
- I Ensure that the change is consistent with disciplinary responsibilities of the college
  - II Determine if adequate resources are available to support the proposed change  
Lack of adequate resources is sufficient grounds to reject a proposed change
  - III Complete review within two weeks of receipt of curriculum Curriculum change shall move forward if the dean does not act within two weeks
  - IV Forward approved changes to the CAO along with the remarks of advisors councils and committees
  - V Return rejected curriculum proposals to the originating unit with an explanation of the grounds for rejection

e Liberal Arts Council  
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