Procedure Curriculum Review, Overview

Procedure Number: 201.00
Date Adopted: 5/2010
Last Revision: 3/12/15, 5/5/16, 10/1/20
References: BOR Policy 303.1 and 309.1
Approved by: ASCRC and Graduate Council

The Faculty Senate has right of final approval on all curriculum proposals coming as seconded motions from either the Academic Standards and Curriculum Review Committee (ASCRC) or Graduate Council.

Curriculum changes are submitted to the Faculty Senate Office approximately four weeks after the semester starts (a curriculum deadline memo is sent at the end and beginning of each semester for planning purposes. It is important for curriculum review to take place in a timely fashion. Therefore, the bulk of the course changes will be considered in the fall for timely publication of the class schedule and catalog for student registration. Late proposals will not be considered without justification that is approved by the full ASCRC or Graduate Council. Any request for late consideration must explain how implementation of the request contributes to the University's mission and why the expedited timeline is necessary.

ASCRC and Graduate Council work through curriculum subcommittees to assure the proposed changes meet current academic policy and standards. The committee chairs present seconded motions to the Faculty Senate starting in November to be included in the following year's catalog. After Senate approval, Level I and II proposals are submitted to the Board of Regents for approval by the Provost's Office.

Summary of Review Process

See the Faculty Senate Website for system Review Steps:

1. Internal Faculty Review: Before a curriculum proposal can be submitted to the department chair for approval, a faculty curriculum committee must (1) carefully review it, (2) if necessary or appropriate, revise it, and (3) approve it. A department may have more than one faculty curriculum committee, and may require that proposals also be approved at a faculty meeting. A faculty curriculum committee can be created as an ad hoc committee to consider a specific curriculum proposal. The department chair's approval indicates that the proposal has been approved by the relevant faculty curriculum committee(s). The majority of the members of a faculty curriculum committee must be tenure-track faculty; but if appropriate, the committee can also include lecturers, adjunct faculty or professional advisors.
2. **Permanent Courses**: Permanent courses will normally be proposed by tenure-track faculty. Permanent courses proposed by adjunct faculty, administrators, and others who are not in an established academic unit with unit standards must be sponsored by an academic unit with unit standards.
   a. The sponsoring department should develop a memo of understanding that states the sponsoring department:

       i.   Certifies the academic credentials of the instructor(s) and ongoing quality of the instruction,
      ii.   Certifies the academic quality of the course and evaluates whether the course fits with their department and furthers the University's mission,
     iii.   Verifies that there is a reasonable certainty that the proposed course will be taught at least once every three years and ensures grades are submitted.

    b.   In rare cases, exceptions to this rule may be granted by ASCRC and/or Graduate Council based on documented special circumstances.

3.

4. After proposals are sorted by the Faculty Senate Administrative Associate, the subcommittee reviews them, prepares and presents consent agendas to ASCRC, General Education Committee, Graduate Council, or Writing Committee and discusses problematic or controversial proposals with the full Committee. The Subcommittee Chair follows-up on any problems and presents resolutions to the full Committee. Requesters are invited to ASCRC or Graduate Council for discussion if necessary. If significant changes are required, the proposal must be resubmitted. The administrative associate creates the curriculum consent agenda (seconded motion) for presentation by the ASCRC and Graduate Council Chairs to the Faculty Senate. The consent agenda is reviewed by ECOS the week prior to the senate meeting. The curriculum committee chairs meet with ECOS for discussion prior to the Senate meeting if necessary. The curriculum consent agenda is posted to the Faculty Senate agenda. (Common course review at the system level may result in course number or title changes of approved courses.)

5. After Faculty Senate approval, Academic Requests are guided through the regential approval process by the Provost's Office.

6. Approval notices are created by the administrative associate and sent to the instructor, department chair, dean, provost, and associate registrar. The approved curriculum motions are archived on the website and in the senate office files.

7. The administrative associate processes the approved courses for the system-wide approval and updates to the CCN listing and the MUS core

8. The Registrar's Office updates the catalog from the curriculum approval records ,