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SR-11-12-(07) 45 CC

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**CURRICULUM COMMITTEE
RECOMMENDATION**

SR-11-12-(07) 45 CC

Recommends approval of the attached document, University Curriculum Committee Information and Instructions.

RATIONALE:

This document clearly outlines the procedures and steps for undergraduate curricular items at Marshall University, including the signature process for the various types of requests processed by the University Curriculum Committee. This document will be posted online and shared with faculty to ensure that everyone understands the proper routing and steps for curricular action requests.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: *Cam Grammer* DATE: 11/18/11

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: *[Signature]* DATE: 11-21-11

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

University Curriculum Committee Information and Instructions

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1.0 Introduction:

Information contained within this document applies to the following curriculum issues handled by the University Curriculum Committee:

- Course Addition, Course Deletion, and Course Change
- Major or Degree Program (addition, change, or deletion)
- Minor (addition, change, or deletion)
- Area of Emphasis (addition, change, or deletion)
- Certificate (addition, change, or deletion)
- Review of changes in courses within a major, area of emphasis, minor, etc.

2.0 General Instructions:

2.1 Determine which form is needed; read the form in its entirety; determine what information and supporting materials are needed utilizing the checklist/requirements.

2.2 Complete all fields on the form using “None” or “N/A” in those fields that do not apply.

2.3 Proofread the form carefully.

2.4 Save the form and all supporting materials in PDF format as **a single document** (PDF Portfolio is an option).

2.5 Print one copy of the form and supporting materials; do not staple the paper copy and do not print on colored paper.

2.6 On the paper copy, obtain the signatures of the appropriate individuals as listed up to the College Curriculum Committee.

2.7 Submit the paper copy to your College Curriculum Committee.

2.8 After obtaining the signature of your College Curriculum Committee Chair, send the paper copy via campus mail and an exact PDF electronic version via email to the chair of the University Curriculum Committee, currently Brian Morgan (brian.morgan@marshall.edu) in Integrated Science & Technology.

3.0 General Information:

There are levels of approvals that are often needed beyond these forms before curricular information can be entered into BANNER. Entry into Banner completes the process and makes the change/addition "official."

3.1 New courses that will be designed as general education courses, or modifications to existing courses establishing them as general education courses, including Critical Thinking designated courses, Multicultural, International or Core II, will need to be submitted and approved by the General Education Council prior to being sent to the University Curriculum Committee.

3.1.1 Additions, Deletions, and Course Changes do not require coding by the Registrar.

3.1.2 Minors, Area of Emphasis, and Certificate Programs require coding by the Registrar.

3.2 Majors, Degrees, Intents to Plan, and Program Reviews require approval by the Board of Governors. ALL FORMS require the signature of the Department Chair/Division Head, Registrar, College Dean, Chair of the College Curriculum Committee, Chair of the University Curriculum Committee, Chair of the Faculty Senate, and Provost.

3.3 A deleted course number may not be reused until 10 years after the deletion due to clarification on transcripts and degree program requirements.

3.4 Course Deactivation or Reactivation is done via a memo to the Registrar from the chair of the department with the dean's written approval. The memo must contain an effective date and, in the case of deactivation, how this will affect currently enrolled students. No Curriculum Committee action is necessary.

3.5 Changes in pre-requisites or co-requisites for a course are done via a memo to the Registrar (with a copy to the chair of the University Curriculum Committee or the chair of the Graduate Council) from the chair of the department with the dean's written approval. All changes are due to the Registrar by March 1 of each year and will be effective in the next Fall semester. No Curriculum Committee action is necessary.

4.0 The Process of a Curricular Action:

4.1 When the paper and electronic .pdf version is received, it is checked for completeness and entered into the database for inclusion on the next University Curriculum Committee agenda. Incomplete forms are returned to the contact person.

4.2 Upon approval by the University Curriculum Committee a recommendation is prepared for presentation to the Faculty Senate.

4.3 Upon approval by the Faculty Senate the recommendation is sent to the University President for approval.

4.4 Upon approval by the University President an electronic notification is sent to deans, assistant/associate deans, the contact person listed on the form, the editor of the college catalog, the library archivist, the registrar, vice presidents, assistant/associate vice presidents and the officers of the standing committee.

4.5 A copy of the approved recommendation and the original curricular forms are taken to Academic Affairs for signature. When signed, Academic Affairs will take a copy of the packet to the Registrar's office for input into the Banner system.

4.6 The paper copy of the recommendation and accompanying curricular forms are archived in the Faculty Senate office; the online database is also an electronic archive.

4.7 If a curricular item listed on a recommendation is disapproved by the Executive Committee, Faculty Senate, or University President the curricular form will be returned to the University Curriculum Committee. The chair of the University Curriculum Committee will inform the contact person listed on the form so they may take corrective action.

5.0 Instructions for Specific Curricular Actions

5.1 Course Additions/Deletions/Changes:

5.1.1 Course additions/deletions/changes require completion of the appropriate online request form (available at <http://www.marshall.edu/senate/UCC/>). In addition to the online form, each action must have a hard copy of the request form that circulates to the appropriate parties for signatures (chair, dean/chair of college curriculum committee, Registrar, Dean of Libraries). Both the online form and the paper copy of form should be sent to the chair of the college curriculum committee or to the college dean (depending on the practice in the college.)

5.1.2 Once the action has been approved at the college level, the dean or the college curriculum committee chair sends it electronically to the chair of the University Curriculum Committee. The hard copy with signatures should be submitted also. The electronic copy will be posted on the Curriculum Committee page on the Faculty Senate website <http://www.marshall.edu/senate/UCC/>. **NOTE about General Education courses:** if the course is a general education course (i.e., Critical Thinking, Multicultural, International, or Core II), first send it to the General Education Council. Such a course requires GEC approval before submitting to the University Curriculum Committee.

5.1.3 When the University Curriculum Committee schedules a review of the action, the contact person noted on the form will be invited to attend the meeting. It is a good idea for this person or a designee to be there to answer questions. Otherwise, the action may be denied or tabled and sent back to the department for more information.

5.2 New Degrees Programs:

5.2.1 Proposals for new degrees begin with filing an Intent to Plan. The Intent to Plan information can be found in HEPC Series 11, "Submission of Proposals for New Academic Programs and the Discontinuance of Existing Programs." Series 11 may be accessed at the HEPC website at <http://www.hepc.wvnet.edu/resources/index.html>.

5.2.2 The completed Intent to Plan should be approved by the College Curriculum Committee and the Dean and sent to the Provost as an FYI. Then an electronic copy of the Intent is sent to the Faculty Senate office for preparation of a charge to the Academic Planning Committee.

5.2.3 When the Academic Planning Committee considers the Intent for an undergraduate degree, the department chair should be present to answer any questions that might arise. Once the APC completes its action, the Intent would be sent with a recommendation to the Faculty Senate.

5.2.4 The Faculty Senate Executive Committee will decide whether to move the recommendation to the Faculty Senate agenda. It is a good idea for the department chair to be present when the Executive Committee discusses the Intent.

5.2.5 When the Intent to Plan goes to the Faculty Senate, the department chair should plan to attend the Faculty Senate meeting where it will be discussed. If the Intent is approved at this level, it goes to the President for his approval.

5.2.6 If the President approves the Intent to Plan, it will be moved to the next Board of Governors agenda. The Board's action is the final step.

5.2.7 Once the Intent to Plan has been approved by the Board of Governors, the program should develop the curriculum and present the degree for approval. For undergraduate degrees, the approval process is College Curriculum Committee/Dean/ University Curriculum Committee/Faculty Senate Executive Committee/Faculty Senate/President/Board of Governors.

5.3 Major or Program:

5.3.1 Actions to add, delete or change majors or programs require the completion of the Request for Undergraduate Addition, Deletion, or Change of a Major or Program form. This form can be found at <http://www.marshall.edu/senate/UCC/>.

5.3.2 To initiate an action, the department should send the electronic form and one paper copy of the form and send them to the chair of the College Curriculum Committee or the Dean (depending on the college practice). The paper copy should circulate to each level for required signatures.

5.3.3 When the College Curriculum Committee or Dean has approved the action, the chair or dean should send the electronic form to the chair of the University Curriculum Committee. At this point, undergraduate requests will be posted online at the Curriculum Committee site at <http://www.marshall.edu/senate/ucc/>. The Curriculum Committee chair will notify the contact

person listed on the form when the action is on the agenda. It is a good idea for that person or representative to be present at that meeting.

5.3.4 After the University Curriculum Committee acts on the request, a recommendation is prepared and sent to the Faculty Senate Executive Committee as an agenda item. It is a good idea for the item's representative to be present at the Executive Committee meeting in case questions arise about the action. If the recommendation is approved by the Executive Committee, it is then placed on the agenda for the next Faculty Senate meeting. Again, it is a good idea for someone from the department to attend the Faculty Senate meeting in case there are questions.

5.3.5 Once the Faculty Senate has approved the recommendation, it goes to the President for his approval. Upon the President's approval, the recommendation and curricular forms are sent to Academic Affairs where an agenda item is prepared for the next Board of Governors meeting.

5.3.6 The Board of Governors approves all additions and deletions of majors and programs.

5.3.7 After the approval of the Board of Governors, the item will be returned to the Registrar and Academic Affairs for creation of the appropriate Banner code.

5.4 Areas of Emphasis:

5.4.1 Actions to add, delete or change an area of emphasis within a major originate in the academic unit with the completion of the Request for Undergraduate Addition, Deletion, or Change of an Area of Emphasis. This form may be found at <http://www.marshall.edu/senate/UCC/>.

5.4.2 To initiate an action, the department should send the electronic form and one paper copy of the form to the chair of the College Curriculum Committee or the Dean (depending on the college practice). The paper copy should circulate to each level with required signatures.

5.4.3 When the College Curriculum Committee or Dean has approved the action, the chair or dean should send the electronic form to the chair of the University Curriculum Committee. At this point, undergraduate requests will be posted online at the Curriculum Committee site at <http://www.marshall.edu/senate/UCC/>. The Curriculum Committee chair will notify the contact person listed on the form when the action is on the Committee agenda. It is a good idea for that person or a representative to be present at that meeting.

5.4.4 After the University Curriculum Committee acts on the request, a recommendation is prepared and sent to the Faculty Senate Executive Committee as an agenda item. It is a good idea for the item's representative to be present at the Executive Committee meeting when the action is discussed. If the recommendation is approved by the Executive Committee, it is then placed on the agenda for the next Faculty Senate meeting. Again, it is a good idea for the representative to attend the Faculty Senate meeting in case there are questions.

5.4.5 Once the Faculty Senate has approved the recommendation, it goes to the President for his approval. Upon the President's approval the recommendation and curricular forms are sent to Academic Affairs and the Registrar for creation of the appropriate Banner codes.

5.5 Minors:

5.5.1 Actions to add, delete or change a minor originate in the academic unit with the completion of the Request for Undergraduate Addition, Deletion, or Change of a Minor. This form may be found at <http://www.marshall.edu/senate/UCC/>.

5.5.2 To initiate an action, the department should send the electronic form and one paper copy of the form to the chair of the College Curriculum Committee or the Dean (depending on the college practice). The paper copy should circulate to each level with required signatures.

5.5.3 When the College Curriculum Committee or Dean has approved the action, the chair or dean should send the electronic form to the chair of the University Curriculum Committee. At this point, undergraduate requests will be posted online at the Curriculum Committee site at <http://www.marshall.edu/senate/UCC/>. The Curriculum Committee chair will notify the contact person listed on the form when the action is on the Committee agenda. It is a good idea for that contact person or a representative to be present at that meeting.

5.5.4 After the University Curriculum Committee acts on the request, a recommendation is prepared and sent to the Faculty Senate Executive Committee as an agenda item. It is a good idea for the item's representative to be present at the Executive Committee meeting when the action is discussed. If the recommendation is approved by the Executive Committee, it is then placed on the agenda for the next Faculty Senate meeting. Again, it is a good idea for the representative to attend the Faculty Senate meeting in case there are questions.

5.5.5 Once the Faculty Senate has approved the recommendation, it goes to the President for his approval. Upon the President's approval, the recommendation and curricular forms are sent to Academic Affairs and the Registrar for creation of the appropriate Banner codes.

5.6 Certificate Programs:

5.6.1 Actions to add, delete or change a certificate program originates in the academic unit with the completion of the Request for Undergraduate Addition, Deletion, or Change of a Certificate Program. This form may be found at <http://www.marshall.edu/senate/UCC/>.

5.6.2 To initiate an action, the department should send the electronic form and one paper copy of the form to the chair of the College Curriculum Committee or the Dean (depending on the college practice). The paper copy should circulate to each level with required signatures. In addition, for a new certificate, the department should submit a separate document that contains a description of the certificate, the curriculum, the faculty, the target audience for the certificate, the expected enrollment and the need being addressed by the certificate.

5.6.3 When the College Curriculum Committee or Dean has approved the action, the chair or dean should send the electronic form to the chair of the University Curriculum Committee. At this point, undergraduate requests will be posted online at the Curriculum Committee site at <http://www.marshall.edu/senate/UCC/>. The Curriculum Committee chair will notify the contact person listed on the form when the action is on the Committee agenda. It is a good idea for that person or a representative to be present at that meeting.

5.6.4 After the University Curriculum Committee acts on the request, a recommendation is prepared and sent to the Faculty Senate Executive Committee as an agenda item. It is a good idea for the item's representative to be present at the Executive Committee meeting when the recommendation is discussed. If the recommendation is approved by the Executive Committee, it is then placed on the agenda for the next Faculty Senate meeting. Again, it is a good idea for the representative to attend the Faculty Senate meeting in case there are questions.

5.6.5 Once the Faculty Senate has approved the recommendation, it goes to the President for his approval. Upon the President's approval, the recommendation and curricular forms are sent to Academic Affairs and the Registrar for creation of the appropriate Banner codes.