5-12-2009

SR-08-09-38 CC

Marshall University

UNIVERSITY CURRICULUM COMMITTEE
RECOMMENDATION

SR-08-09-38 CC

Recommends that the processes by which curricular items, that are to be considered by the university Curriculum Committee (uCC) be officially changed to reflect a new, electronic submission process. This process is reflected through the uCC's Web site, which is a part of the Faculty Senate Web site. This site contains a complete set of instructions and a searchable online interface of past uCC agendas and items.

RATIONALE:

The uCC has tested electronic submission of proposals and we feel confident that the process has been refined and reviewed enough to become the official working policy of the uCC. A complete set of instructions for the submission of materials to the uCC has been provided on the Web site (see the attached).

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _5/13/09_

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:
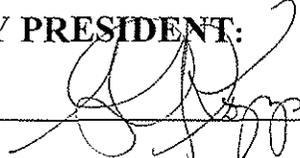
APPROVED: _____ DATE: _5/13/09_

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

_____

_____

_____

CURRICULAR FORMS INSTRUCTIONS / INFORMATION
Please print for future reference

TYPES: Course Addition, Course Deletion, and Course Change
Major or Program (addition, change, or deletion)
Minor (addition, change, or deletion)
Area of Emphasis (addition, change, or deletion)
Certificate (addition, change, or deletion)

INSTRUCTIONS:
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. Complete all fields on the form using "None" or "N/A" in those fields that do not apply.
3. Proofread the form carefully.
4. Save the form and all supporting materials in PDF format as one document.
5. Print one copy of the form and supporting materials; do not staple the paper copy and do not print on colored paper.
6. On the paper copy, obtain the signatures of the Department Chair/Division Head, Registrar, Librarian, and College Dean.
7. Submit the paper copy to your College Curriculum Committee.
8. After obtaining the signature of your College Curriculum Committee Chair, send the paper copy via campus mail and the PDF electronic version via email to Bernice Bullock (bullock@marshall.edu) in the Faculty Senate office (MSC BW14).

INFORMATION:
- Levels of approvals needed before curricular information can be entered into BANNER:
  - ALL FORMS require the signature of the Department Chair/Division Head, Registrar, Librarian, College Dean, Chair of the College Curriculum Committee, Chair of the university Curriculum Committee, Chair of the Faculty Senate, and Provost.
  - Additions, Deletions, and Course Changes do not require coding by the Registrar.
  - Minors, Area of Emphasis, and Certificate Programs require coding by the Registrar.
  - Majors, Degrees, Intents to Plan, and Program Reviews require approval by the Board of Governors.
- A deleted course number may not be reused until 10 years after the deletion due to clarification on transcripts and degree program requirements.
- Courses may be moved to an Inactive Status within its Department and then returned to Active Status at the discretion of the Department. The Inactive Status is for courses that have not been offered in the past five years. No Curriculum Committee action is necessary.
- Changes in prerequisites do not require action by the university Curriculum Committee.

THE PROCESS OF A CURRICULAR FORM:
- When the paper and electronic .pdf version is received in the Faculty Senate office, 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.
- Upon approval by the university Curriculum Committee a recommendation is prepared for presentation to the Faculty Senate.
- Upon approval by the Faculty Senate the recommendation is sent to the University President for approval.

- 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, and assistant/associate vice presidents; a paper copy of the curricular form is sent to the Registrar.
- Notification to university personnel will be sent by Academic Affairs or the Assessment office when they are informed that major, degree programs, intent to plan, and program reviews have been approved by the Board of Governors.
- The paper copy of the recommendation and accompanying curricular forms are archived in the Faculty Senate office; the online database is an electronic archive too.