Curriculum Changes and Other Academic Proposals: The Review Process

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Why learn about the academic review process now?
   • Would you like to add a new course to your program's curriculum?
   • …strengthen your majors' preparation?
   • …add an online section to an existing course?
   • Are you thinking about a new degree program?
  We're at your service. All of these are substantive changes that require review and approval.
   Substantive changes: e.g., changes that affect the basic nature or content of a course or program; including adding or deleting a course; changing program requirements; or creating a new program.

   Examples of **non**-substantive changes: changing a course title; a change in course level (100 to 200, or 300 to 400); eliminating a cross-listing for a course
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How does the academic review process work?
   An example is attached. The steps include endorsement by…
       1. your **program**;
       2. your **division**, or Administrative **Chair**;
       3. your **College Academic Affairs Committee / Curriculum Committee**;
       4. your College **Dean**;
       5. the **University Faculty Senate**, which will assign review to the **Undergraduate and/or Graduate Curricula Review Committee (UCRC / GCRC);** senators and the curricula review committees will review the proposal simultaneously,
           along with (if needed):
       technical review by **TADEO** (Telecommunication and Distance Education Operation), for proposals involving new online courses or adding online sections;
       6. … and approval by the **Senior Vice-President**.
           (Approvals by the President and the Board of Regents are required for new degrees.) Your UCRC or GCRC representative (each College or School elects one; see p. 2) can help you with your proposal, pre-review.
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What are some ways that I can strengthen my proposals?

   • Provide a clear rationale for what you're proposing. How will students and other University stakeholders benefit? How will your proposed changes or additions address the missions of your program and the University? What is the evidence that the changes are needed?

   • Include a matrix showing how the proposed course(s) or changes align with program and University objectives. University-level objectives appear in the Undergraduate Catalog.

   • For proposals involving new online courses or sections, submit your proposal for technical review by TADEO (see above) at the same time that your proposal is submitted to the Faculty Senate and the curriculum review committees, via the Faculty Senate Secretary.

   • Attend UCRC or GCRC meetings, when your proposal is under discussion. This is often the best time for Committee members to ask questions and seek clarification.

   • Come to the Faculty Senate meetings at which your proposal will be 1) presented, and 2) up for action (usually one month after presentation.)

   • Identify the date you would like your new course, program, online section, etc., to be up and running, and then work back from that date to specify your timeline: allowing enough time for each of the reviews summarized above. Administration-approved changes to the Undergraduate Catalog and the Graduate Bulletin are normally due in April of each year, so you will need to work with your program and College during the preceding Fall Semester. Your senators will do their best to act expeditiously on proposals… work with us!

How should I prepare for Senate meetings that will present and act on my proposal?

The chair of the appropriate committee (UCRC or GCRC) will present the proposal to the Senate, summarizing the rationale for the change and the Committee's findings and recommendations. But it's a good idea for you to attend a Senate meeting at which presentation or action on your proposal is scheduled, in case senators seek clarification on details that you would know best.

If senators identify issues with a given proposal, they are to communicate with the originator (i.e., you) as well as the review committee, well in advance of the Senate meeting in which the proposal is up for a vote of endorsement: to allow time to resolve the issues.

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How is Senate endorsement different from endorsement by the UCRC or GCRC? What criteria does the Senate apply?

> **Senate endorsement** certifies an item that has independent standing
> 1. has been <u>well researched</u> and <u>critically examined</u>
> 2. is <u>complete</u> and of <u>high quality</u>
> 3. is <u>compatible with the broad inter-collegiate interests of the university</u>, as seen by the Faculty
> 4. has been <u>prepared with due respect to the University's rules and procedures</u>
> 5. has been <u>produced with the Faculty playing its appropriate role</u> in the development process

Senators do not recapitulate the work of the curricula review committee. They are to ensure that the review itself was done correctly.

Senators are not allowed to make changes to your proposal.

The final decision on proposals rests with the senior Administration. The Senate votes either to endorse or not to endorse a given proposal. The Administration either approves or disapproves.

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What if the Senate votes not to endorse my proposal?
Normally, members of the Senate and its curricula committees work with a proposal's originators to ensure that the proposal meets the criteria listed above, prior to the Senate vote. However, in the event of a negative vote, the originators may elect to revise the proposal, or forward it to the senior Administration for a final decision.

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Helpful Contacts

UOG Faculty Senate   facultysenate@triton.uog.edu
Forms   http://www.uog.edu/administration/academic-and-student-affairs/faculty-forms

Undergraduate Curricula Review Committee
Dr. Suzanne Bells-McManus (SOE), Chair   suzannebm@triton.uog.edu
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TADEO
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