

University Curriculum Committee Policies & Procedures Undergraduate Process

Initiation of a new curriculum requires additional steps of approval beyond those required for a revision of the existing curricula. In all cases, the undergraduate faculty and administration are responsible for implementing and maintain the general curriculum policy and academic programs approved by the Board of Supervisors. Several basic principles apply to the process of curriculum initiation, review and evaluation. These principles include:

- Only tenured and tenure-track faculty are to be members of various curriculum committees.
- Only tenure and tenure-track faculty may vote on the curriculum of a given department.
- At any stage of the review process, the reviewing committee may consult with external reviewers in the subject area for recommendations.
- The home dean will submit recommendations to the Vice Chancellor for Academic Affairs for consideration.

The process of curriculum review is summarized below:

- The University Curriculum Committee uses a form to facilitate the initiation of new courses. This form sets forth the administrative details concerning the new course, including credit hours, course title, course numbers, CIP Code, a justification documenting the need for the course, the course catalog description, needed reference material, and an outline or course syllabi.
- Appropriately qualified faculty members develop the curriculum proposal at the department level. If the proposed curriculum includes courses to be taught by other departments, qualified faculty members from those departments must be involved at the curriculum development stage.
- Undergraduate course and/or curricula must be approved by the respective departmental faculty committee.
- The department chair reviews the proposal for budgetary and logistical implications, then forwards it to the dean of the college.
- The dean of the “home” college submits the curriculum proposal to the College Curriculum Committee or a sub-committee made up of the colleges graduate faculty for review and consideration. The dean of the home college shares the curriculum proposal with the deans of other affected colleges, if any, and solicits feedback on any possible implementation issues.

- The College Curriculum Committee forwards the proposal to the dean of the home college with recommendations.
- The dean of the home college forwards the proposal with his/her recommendation to the Vice Chancellor for Academic Affairs.
- The Vice Chancellor for Academic Affairs forwards the proposal to the University Curriculum Committee for consideration. This committee consists of faculty members with representation from each college or school.
- The University Curriculum Committee invites the initiators of the curriculum proposal to be present for answering questions that may arise regarding the proposal. All documents needed by the University Curriculum Committee must be submitted to the committee in advance of its scheduled meeting. The committee meets once a month every semester during the academic year for a total of nine meetings. All other meetings will be called on an emergency basis as needed.
- Subject to majority approval, the curriculum proposal is forwarded to the Vice Chancellor for Academic Affairs for action.
- The Vice Chancellor informs the affected departments, colleges, the Graduate School, and the Registrar's Office, following the approval of the curriculum/course changes.

Additional steps are added for new degree programs. The Vice Chancellor for Academic Affairs forwards the approved curriculum proposal to the Chancellor. The Chancellor will forward it to the President, who in turn will submit it to the Board of Supervisors for approval. Following approval by the Board of Supervisors, the Chancellor submits the proposed new program to the Board of Regents. The Board of Regents invites out-of-state consultants for review and evaluation of the new proposed program. Approval for a new degree program may take between one to three years depending on the complexity of the programs, and the speed of implementing the recommendations made by the Board of Regents Consulting Team. It should be noted that, following the Board of Regents approval of the new academic program, the Vice Chancellor for Academic Affairs informs the Commission on Colleges of the new changes and provides the necessary documentation requested by the Commission under the Substantive Changes Policy.

The University Curriculum Committee is a standing committee which was reorganized in 1998. The University Curriculum Committee's process was revised for the 2000 Self-Study in preparation for the Southern Association of College and Schools visitation.