

**University Curriculum Committee
2012-2013**

I. Curriculum Proposal Process

Proposal Development

- The curriculum is developed by the faculty in collaboration with department chairs, program directors, and deans. All members of a department or program included in a curricular proposal should be involved in discussing the draft of a proposal. Forms for curricular proposals are available on the University Curriculum Committee (UCC) Moodle site. While these forms are not required, they should be consulted because they list all of the information that proposals should include and specify the signatures of approval that must be secured before they can be considered by a curriculum committee.
- When discussion has concluded at the department or program level, the department and chair (or the program and director) should work with their dean to revise the proposal. Statements about the impact on library budget and resources in proposals for new minors or majors must be submitted to the Dean and University Librarian for review, discussion and approval; allow one week for this process.
- If there is disagreement between the department/program and the dean about the proposal, it should be sent to the UCC, where a committee will be formed to resolve the disagreement. (This should rarely happen, and is described more fully in Section II-14 of the faculty handbook: http://www.elon.edu/docs/e-web/academics/facultyhandbook/2011-2012/A021_2011_Sect_2_Chap_14_Curriculum_and_Curriculum_Changes.pdf; see #6).

Proposal Review by the School/Division Curriculum Committee

- Once consensus has been achieved between the department and chair (or the program and director) and their dean, the proposal should be submitted for discussion to the appropriate school/divisional curriculum committee (SDCC). There are four school-based curriculum committees: Love School of Business Curriculum Committee (LSBCC); the School of Communications Curriculum Committee (SCCC); the School of Education Curriculum Committee (SECC); and the School of Health Sciences Curriculum Committee (SHSCC). Elon College has three division-based curriculum committees: the Arts and Humanities Curriculum Committee (AHCC); the Math and Natural Sciences Curriculum Committee (MNSCC); and the Social Sciences Curriculum Committee (SSCC).
 - **At least 14 days before a proposal is discussed by the SDCC:**
 - 1) Hard copies of the proposal—with signatures of approval by the chairs/directors of every department/program with an elective or required course included in the proposal and by the dean—must be delivered by the proposal's sponsor to the SDCC chair and to the provost's administrative assistant. (The provost's

assistant serves as a liaison between the SDCCs and the UCC and between the various curriculum committees and the registrar.)

- 2) Electronic copies of the proposal must be sent by the sponsoring department chair or program director to the chair of SDCC, the appropriate dean, the chair of the University Curriculum Committee, and the provost's administrative assistant. For administrative clarity and efficiency, all parts of the proposal should be combined into a single electronic file; the file name should follow this format:

Dept. or Program Prefix_Abbreviated proposal title_SDCC acronym

Example: ENG_lit course prereq_AHCC

- **At least one week before a proposal is discussed by the SDCC:**

- 1) The SDCC chair posts the meeting agenda and proposals scheduled for discussion at that meeting on its UCC Moodle site.
- 2) The SDCC chair notifies the chair/director of the department or program sponsoring a proposal that it has been placed on the meeting agenda. The chair/director of the department or program making the proposal must attend the SDCC meeting to present the proposal and answer questions about it.

- **The scope of the proposal will determine the action taken by the SDCC:**

- If it is a reportable item or a proposal with a curricular impact limited to a particular school or division, the SDCC will decide the question and either approve the proposal or return it to the department or program. The SDCC informs the UCC and the campus community of its decisions by posting in a timely fashion meeting minutes and approved proposals on its UCC Moodle site. Electronic copies of approved proposals, including amendments and corrections requested by the SDCC, should be posted by the SDCC chair to the "Approved Curriculum" folder of the SDCC's section of the UCC Moodle site. The electronic file of an approved proposal should be named according to this format:

Dept. or Program Prefix_Abbreviated proposal title_SDCC acronym_approved

Example: ENG_lit course prereq_AHCC_approved

Reportable items are curricular changes that will not delay the completion of degree requirements by any student. Reportable items include:

- The addition or deletion from the catalog of an elective course.
- Changes in course number, title, or description that do not fundamentally alter the nature of the course.
- Changes in course prerequisites.
- A substitution of one course for another in major/minor requirements, i.e., without any change in the number of hours required.

- If the proposed curricular change is more substantial and may have an impact beyond the school/division (e.g., the creation of a new program, an increase or decrease in the number of hours for a major or minor, etc.), then the SDCC will make a recommendation of approval to the UCC or reject the proposal and return it to the department or program. Electronic copies of proposals recommended for UCC approval (final versions, including corrections and amendments requested by the SDCC) must be sent by the SDCC chair to the provost's administrative assistant 14 days before the UCC meeting. The electronic file of a proposal recommended for UCC approval should be named according to this format:
Dept. or Program Prefix_Abbreviated proposal title_SDCC acronym_recommended
Example: MUS_Music technology major_AHCC_recommended
- If there is any doubt about the scope of the proposal (i.e., whether it is a reportable item, a proposal with an impact limited to a specific division or school, or a more substantial proposal with a potentially wider impact), the proposal sponsor should consult the UCC chair, who will confer with UCC members to decide the question.

Proposal Review by the University Curriculum Committee

- The UCC reviews substantial proposals after they have received a recommendation for approval by a SDCC.
 - **At least 14 days before a proposal is to be discussed by the UCC**, the chair/director of the department or program sponsoring the proposal sends an electronic copy of the SDCC-approved proposal (the final version, including corrections and amendments requested by the SDCC) to the provost's administrative assistant and the appropriate dean with a request that the proposal be placed on the UCC agenda.
 - **At least one week before the UCC meeting:**
 - 1) The provost's administrative assistant will post the UCC meeting agenda and proposals scheduled for discussion at that meeting on the UCC Moodle site;
 - 2) The UCC chair will notify the chair/director of the department or program sponsoring a proposal and their dean that it has been placed on the meeting agenda. The chair/director of the department or program making the proposal is required to attend the UCC meeting to present the proposal and participate in discussions about it. The dean is invited to attend this meeting. Other faculty with significant relationships to the proposal may request permission to attend.
- After discussion, the UCC will act on a proposal by:
 - approving it and forwarding it to the President;
 - approving it and forwarding it the faculty for discussion and vote (for curricular changes that will have a significant and widespread impact),
 - rejecting it and sending it back to the department(s) or program(s).

- The UCC informs the campus community of its discussions and decisions by posting minutes on its Moodle site. Executive summaries of UCC decisions are presented each month to Academic Council by the UCC chair, who is a non-voting member of Council.

II. Timelines for curricular proposals

A. Reportable Items and proposals with a limited scope

Depending on the school, the approval process for these items will typically take 3-5 weeks from the time a proposal is approved by the faculty of its sponsoring department(s)/program(s) to the meeting of the school/division curriculum committee (SDCC) in which the proposal is reviewed. The time required by the dean for review and approval of proposals varies from school to school. Check with the chair of your SDCC for the review time requested by your dean. The SDCC review process will take longer if proposals require revision and resubmission.

SDCC meeting dates are posted by committee chairs early in fall and spring semesters on the UCC Moodle site. Reportable items and limited-scope proposals must be approved by the March meeting of the SDCC for inclusion in the next year's academic catalog.

Deadlines for reportable items and limited scope proposals:

3-4 weeks before SDCC meeting (deadline varies from school to school; check with SDCC chair):

Deadline for receipt by dean of proposal for review and approval (hard copy, with signatures of approval by all chairs/directors of departments/programs included in the proposal; plus electronic copy sent via email)

2 weeks before SDCC meeting:

- Deadline for delivering hardcopies of the proposal with all required signatures of approval to the provost's administrative assistant and SDCC chair
- Deadline for receipt for electronic copies of the proposal by the provost's administrative assistant, SDCC chair, dean, and UCC chair

1 week before SDCC meeting: Deadline for SDCC chair to post meeting agenda and proposals scheduled for discussion on the UCC Moodle site. Chair/director of department/program sponsoring the proposal are notified and asked to attend the meeting.

SDCC meeting

B. Substantial Proposals

The approval process for more substantial proposals (those with an impact beyond a school or division) is longer (5-8 weeks) because these proposals advance to the University Curriculum Committee after being

approved by the SDCC. These proposals generally follow the same timeline as limited-scope proposals prepared for review by the SDCC with one exception: proposals for new minors and majors. These proposals may require more time for review and approval for two reasons: 1) they include statements about the impact on library budget and resources that must be submitted to the Dean and University Librarian for review, discussion and approval; 2) the school dean consults with the provost before signing these proposals.

Once the SDCC votes to recommend a proposal for UCC approval, the additional time required for a review and vote by the UCC depends on the relative timing of the SDCC and UCC meetings. Proposals recommended for UCC approval by a SDCC must be received by the UCC two weeks before the meeting date for inclusion on the meeting agenda, and the UCC meets from 3:30-5:00 on the second Wednesday of each month during fall and spring semesters. The time lapse between committee reviews is minimized if SDCC meetings are held in the third or fourth weeks of the month. Proposals must be approved by the UCC's March meeting for inclusion in the new academic catalog.

Deadlines for substantial proposals:

3-4 weeks before SDCC meeting (deadline varies from school to school; check with SDCC chair):

Deadline for receipt by dean of proposal for review and approval (hard copy, with signatures of approval by all chairs/directors of departments/programs included in the proposal; plus electronic copy sent via email). Allow more review time for proposals for new minors and majors for review by library dean and provost (see explanation above).

2 weeks before SDCC meeting:

- Deadline for delivering hardcopies of the proposal with all required signatures of approval to the provost's administrative assistant and SDCC chair
- Deadline for receipt for electronic copies of the proposal by the provost's administrative assistant, SDCC chair, dean, and UCC chair

1 week before SDCC meeting: Deadline for SDCC chair to post meeting agenda and proposals scheduled for discussion on the UCC Moodle site. Chair/director of department/program sponsoring the proposal are notified and asked to attend the meeting.

SDCC meeting (vote to recommend the proposal to the UCC required to proceed)

2 weeks before the UCC meeting: Deadline for receipt by provost's administrative assistant of electronic copy of the SDCC-approved proposal (including corrections or revisions requested by the SDCC)

1 week before the UCC meeting: Deadline for UCC to post meeting agenda and proposals scheduled for discussion on the UCC Moodle site. UCC chair notifies the chair/director of the department(s)/program(s) sponsoring the proposal and their dean and asks them to attend the meeting.

UCC meeting