

## **Curriculum and Curriculum Changes**

### **A. Summary of Procedures for Curriculum Development and Curriculum Proposals**

1. The chair of the department shall involve all department members in discussions regarding new courses or program proposals.
2. The chair, the department, and the respective dean of the school or college should work in concert in the development of curriculum changes and proposals.
3. Upon completion of this process, the proposal will be considered by the appropriate school- or division-based curriculum committee. The department chair, with support and documentation provided by the department and the dean of the school or college, shall attend the meeting of the appropriate curriculum committee when the proposal is discussed.
4. Curricular changes initiated by the academic departments and in consultation with the dean should be copied to the dean, the chair of the appropriate school- or division-based curriculum committee, and the members of the University Curriculum Committee 14 days before the scheduled committee meetings.
5. The school- or division-based committee will consider the proposal. If the proposal represents minor changes to the curriculum (designated as a reportable item), the school- or division-based committee renders a decision and informs the University Curriculum Committee of that decision. If the proposal represents a more substantive change to the curriculum, or if it impacts another department or program, the school- or division-based committee considers it and forwards a recommendation to the University Curriculum Committee.
6. Should the chair, the department, and the academic dean fail to reach consensus, the proposal bypasses the school- or division-based curriculum committee and is sent directly to the University Curriculum Committee. The proposal and a written statement from the academic dean will be considered by a conference committee consisting of the following members: the chair of the department from which the proposal originates; the appropriate academic dean; the Provost or his/her representative; the Chair of the University Curriculum Committee, who will act as chair of the conference committee; and the Vice-Chair of the University Curriculum Committee. The conference committee will attempt to resolve the differences between the department and the academic dean and will offer specific recommendations regarding the proposal in that effort. The recommendations will be adopted upon a majority vote of the five members of the conference committee.

7. Once the conference committee makes its recommendations, the department and academic dean will work to incorporate them into the proposal. The department will then decide to forward the amended proposal or the original proposal with the conference committee recommendations to the appropriate school- or division-based curriculum committee for consideration.
8. Appropriate academic deans and department chairs will be invited to curriculum committee meetings during which proposals from their college, school, or department will be discussed and will participate in the discussion of those proposals.\*
9. On approval by the University Curriculum Committee, the proposal can be revised only to reflect catalog copy and submitted by the sponsoring department to the office of the Registrar.
10. For inclusion in the subsequent year's catalog, proposals should be approved by the March University Curriculum Committee meeting.

\* For interdisciplinary proposals, the principal advocate for the proposal fulfills the role of department chair in this process, and that advocate's academic dean represents the administration in the conference committee and in the University Curriculum Committee.

NOTE: Proposal Forms are available for courses, minors, and new programs.  
Please visit the Curriculum Committee site on Moodle.

(06/10)

**B. Summary of Procedures for Graduate Curriculum Development, Graduate Curriculum Proposals, and Graduate Program Proposals**

1. Discussions regarding curriculum and program proposals shall involve the department chair, program director, and school/department faculty as appropriate.
2. Development of curriculum and program proposals shall involve the respective dean of the school or college, the department chair and/or the program director as appropriate; and designated faculty.
3. Curriculum and program proposals will be considered by a designated school- or division-based committee (examples listed in bullet #4). The department chair, program director, or principal advocate, with support and documentation provided by the department faculty and the dean of the school or college, shall attend meetings when the proposal is discussed.

4. The designated school- or division-based committee may vary (in name and composition) according to the organizational structure and size of the school, division, or department that originates the proposal. However, the committee structure and process must comply with any applicable requirements of accrediting agencies. Some examples of current models are shown below:  
  

**Love School of Business:** The school-based curriculum committee is designated to review and approve graduate curriculum and program proposals. For proposals originating from a department, approval of the department faculty is required before review by the school-based curriculum committee.

**School of Education:** The Teacher Education Committee is designated to review and approve graduate curriculum and program proposals. Secondary approval by the school-based curriculum committee is not required for graduate program proposals.
5. For interdisciplinary proposals involving more than one school or division, a faculty-based committee or task force will be designated for creating the proposal. The principal advocate for the proposal fulfills the role of department chair in this process, and that advocate's academic dean represents the administration as the proposal moves forward for consideration.
6. On approval by the school- or division-based committee, curriculum and program proposals will be forwarded to the Graduate Council for consideration. Copies of the proposal must be sent to the dean and the chair of Graduate Council 14 days before the next scheduled meeting of the Graduate Council. The respective academic dean, and the department chair, program director, or principal advocate will be invited to the Graduate Council meeting during which time proposals from their college, school, department, or division will be discussed and will participate in those discussions.
  - a. On approval by the Graduate Council, curriculum proposals will be submitted by the sponsoring department to the office of the Registrar and can be revised only to reflect catalog copy. The Provost's designee on the Graduate Council serves as a liaison to the UCC and can recommend a subsequent review by the UCC in cases where a proposal may significantly impact the undergraduate program or curriculum.
  - b. On approval by the Graduate Council, new program proposals will be forwarded to the UCC for consideration.
7. For inclusion in the subsequent year's graduate catalog, proposals should be approved by the February Graduate Council meeting.

NOTE: Proposal Forms are available for courses and new programs. Please visit the University Curriculum Committee site on Moodle.

(07/12)