

3359-20-05.2 Curricular changes.

(A) University-wide approval required: The following curriculum changes require university-wide approval, ~~regardless of mode of delivery:~~

- (1) Addition of courses.
- (2) Deletion of courses.
- (3) Changes in bulletin descriptions.
- (4) Addition of degrees, majors, minors, tracks, certificates and programs.
- (5) Changes in degrees, majors, minors, tracks, certificates and programs.
- (6) Deletion ~~(922)~~ of degrees, majors, minors, tracks, certificates and programs.
- (7) Proposals to change any university-wide curriculum requirements.
- (8) Changes of general education requirements.
- (9) Changes of mode of delivery of existing courses to any of the following:
 - (a) Web-based course: 31-99 percent on-line instruction – any class that meets less than 31 percent of the time in a traditional classroom setting with remainder of the instruction

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curricular changes consistent with the requirements of this rule. These procedures shall be described on the college website or in a document that is available from the dean's office.

change only the mode of delivery of an existing course, Institutional reviewing bodies include but are not limited to the university library, graduate school, institutional research, distance learning review committee (DLRC), general education advisory committee (GEAC), and university review committee (URC). In the case of a proposal to change only the mode of delivery of an existing course, only DLRC and the university library shall be included in the institutional review.

- (1) Institutional review bodies may either accept the proposal as submitted or recommend that changes be made. Any approval or recommendation for change shall be recorded in the automated curriculum review system.
 - (2) If an institutional review body recommends changes to a proposal, the originator of the proposal may make such changes, subject to approval by the academic unit and college if required by college procedures. Any such changes shall be recorded in the automated curriculum review system.
 - (3) DLRC, GEAC, and URC shall be subcommittees of CRC.
 - (a) DLRC shall be responsible for reviewing curriculum changes proposals that include distance learning components and proposals to change the mode of delivery of existing courses.
 - (b) GEAC shall be responsible for reviewing curriculum change proposals that affect general education requirements.
 - (c) URC shall be responsible for reviewing curriculum change proposals from a comprehensive, university-wide perspective. This review shall consider, among other things, the appropriateness of the academic unit offering the course(s) or program(s) and the effect the proposal may have on academic units in other colleges.
- (E) University-wide review.
- (1) Two weeks after the curriculum change proposal was released for institutional review, it shall be released for university-wide review,

delivery of an existing course. Two weeks after its release for institutional review, a proposal to change only the mode of delivery of an existing course shall be released for review by the curriculum review committee (CRC) of the faculty senate.

- (2) During the two weeks after a proposal has been ~~released~~ released for university-wide review, any regular faculty member of the university may object to the proposal. Any such objection shall be recorded in the automated curriculum review system.
- (3) Two weeks after a proposal has been released for university-wide review, it shall be reviewed by the curriculum review committee (CRC) of the faculty senate.
 - (a) The CRC shall consider any recommendations for changes that may have been made by institutional review bodies and any objections that may have been made by regular faculty members of the university.
 - (b) If there are any unresolved recommendations from institutional review bodies or objections made by regular faculty members of the university, the CRC shall invite the originator of the proposal and a representative of the institutional review body or bodies, or the objecting faculty member(s), as the case may be, to a meeting at which the invited parties shall be afforded an opportunity to express their views and provide information to the CRC.
 - (c) The CRC shall recommend to the faculty senate either that it approve or that it disapprove the proposed curriculum change. Each such recommendation shall be reported to the faculty senate at its next regular meeting.
 - (d) Any of the functions of the CRC except the making of a recommendation to the faculty senate may be delegated to a subcommittee of the CRC.
- (4) The faculty senate shall either approve or disapprove each curriculum change proposal reported by the CRC. Proposals that are approved by the faculty senate shall be forwarded to the office of academic affairs. The originator of proposals that have been disapproved by the faculty senate shall be informed of the

disapproval.

- (5) The deadline periods specified above shall include only days ~~the~~ that fall within the fall or spring semester, excluding university holidays and recesses.
- (6) The senior vice president and provost ~~of~~ or his or her designee shall, within two weeks, approve or disapprove any curriculum change proposals forwarded to it by the faculty senate and shall inform the originator of the proposal and the faculty senate of his or her decision. If a proposal is disapproved, a statement of the reason(s) for the disapproval shall be included.

Replaces: ~~_____ 3359-20-05.2~~

Effective: ~~June 30, 2011~~

Certification: _____
Ted A. Mallo, Secretary
Board of Trustees

Prom. Under: 111.15

Rule Amp.: 3359.01

Stat. Auth.: 3359.01

Prior Effective Dates: 11/27/89, 7/20/90, 9/16/96, 5/31/01, 1/30/06, 8/30/09,
6/30/11