Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Section 14-Policies and Procedures for Curriculum Development and Revision
   a) Brief Description: Friendly revisions to the language in Section 14 of the Faculty Handbook from the Office of the Provost (see attached for changes)
   b) Initiated by: Academic Policy and Review Council (APRC)

II. Faculty Senate Action: X approved □ not approved □ other date: 1/26/12

Comments: Revisions were accepted by Faculty Senate

   Vote: X Voice Vote, Unanimous □ Voice Vote, Majority In Favor
   □ Electronic Clicker: Ayes Nays Abstentions
   FS Secretary signature: Rebecca Yoshio date 2-9-2012

III. Provost: □ for information □ Recognition of Receipt
       □ for action..................□ approved □ not approved

Comments: ______________________________________________________

    Person responsible for Implementation:____________________________________________________________________________
    Provost signature: Beth Iversen date 3-2-12

IV. Chancellor: □ for information □ Recognition of Receipt
                □ for action..................□ approved □ not approved

Comments: ______________________________________________________

    Chancellor signature: ____________________________________________ date 3-2-12

Once finalized copies will be returned to the Provost Office's representative who will scan and distribute electronically to:
   Chancellor
   Provost
   Chair of Faculty Senate
   Secretary of the Faculty Senate
   Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
   Associate Dean of Graduate School (for catalog)
   Others (i.e. person responsible for implementation)
14.00 POLICIES AND PROCEDURES FOR CURRICULUM DEVELOPMENT AND REVISION

The responsibility for curriculum development and revision rests with the faculty. Primary responsibility resides in the department and college in which the curriculum is housed and delivered. Four university-wide groups have responsibility for reviewing proposed changes in the curriculum. These are the Liberal Studies Committee, the Graduate Council, the Professional Education Council, and the Faculty Senate.

The Liberal Studies Committee considers all changes in the liberal studies program.

The Graduate Council considers all changes in the graduate curricula of the university.

The Professional Education Council considers all changes in undergraduate and graduate education programs.

The University Curriculum Committee considers all new programs as well as new courses not related to Liberal Studies, Graduate Council, or Professional Education Council.

The Faculty Senate considers new programs, new degrees, new majors, new minors, liberal studies changes, program deletions, and changes to university level curriculum policies and requirements. New programs are discussed and acted upon by the Faculty Senate, concurrently with or, before a request to plan or a request to implement is forwarded to General Administration. After Senate discussion and action, new program proposals will follow the process detailed below.

At all levels of the curricular approval process the review of documents should be completed in a timely manner (normally 2-4 weeks). When timely review is not possible, rationale must be provided to the originating department and college.

Approval Process for Curriculum Changes

Proposals originate with a faculty member or an appropriate departmental committee—being sure to comply with the items listed in the technical review found in the Curriculum Folder on the share drive. The originating department consults with the Collection Development Librarian to ensure that library resources will support the new course or program. After consultation with the Collection Development Librarian, the department generates the AA-4 form for changes to courses that do not affect any other department, the AA-5 form which is used for new courses or course changes that affect more than one department, or the AA-6 for all program changes and new program proposals. Any change to a Liberal Studies course must be done on an AA-5. When AA-4 forms are completed, they are submitted by the department to the Dean of the College, Graduate Dean (for graduate changes) and then to the Provost (or designee) for final approval of the proposal. If the proposal is not approved by the undergraduate and/or graduate dean, the proposal is returned to the department.

The college curriculum committee reviews and approves AA-5 curriculum changes for the college. Departmental proposals involving another department or college [e.g., an interdisciplinary course or program, or any plan that would change courses required by another department] must be discussed by the departments/colleges involved; and, consultation forms must be signed by the affected parties. In case
of objection to the proposed action, the responding dean(s), head(s) or their designees will contact the originating dean to discuss the proposal. If the objection cannot be resolved, the Provost (or designee) will serve as mediator in the objection. At any time during this process, the dean of the originating college has the option of withdrawing the proposal.

Approved proposals (AA-5 and AA-6 forms) are submitted to the dean of the originating college. If a proposal is not approved by the dean, it is returned to the college committee. If approved by the dean, the completed forms are uploaded to the Curriculum Folder (HACurriculum) and listed on the Curriculum Spreadsheet (HACurriculum/AA5 - AA6 Curric data MONTH YEAR.xls) found on the university H drive.

The Office of the Provost routes the proposal to the Liberal Studies Committee, the Professional Education Council, the Graduate Council, and/or the University Curriculum Committee as appropriate. After deliberation and endorsement, the specific committee or council indicates action taken on the Curriculum Spreadsheet on the share drive. If not endorsed, the Office of the Provost indicates that on the curriculum spreadsheet.

The Office of the Provost moves the proposal forward for information and action to the Faculty Senate. Any Faculty Senate member may request that a curriculum item presented as information only be moved to information and subsequent action. If the proposal is approved, it is submitted to the Office of the Provost. Upon approval, the Office of the Provost, routes copies of AA-5 and AA-6 forms to the appropriate “Approved Curriculum” folders on the share drive.

Approval Process for New Programs

New programs are important because they affect resource allocations and most or all departments across the university. Therefore, these types of changes must be discussed and acted upon by the University Curriculum Committee before these types of changes are discussed and acted upon by the Faculty Senate. The Faculty Senate is involved in early consultation and in making a recommendation to the Provost.

Specific instructions for new programs may be found on the Curriculum Proposal Guide on share drive (HACurriculum/Forms & Resources/CURRICULUM_PROPOSAL_GUIDE.docx). Deletion of a Degree Program

This proposal would proceed through all the curriculum flow chart from the department to the Faculty Senate for information and subsequent action. The proposal, if approved, would be forwarded to the Office of the President. In addition, approval is required from General Administration (GA) and the Southern Association of Colleges and Schools (SACS).

Other Policies

The policy involving emergency actions and Programs and Courses Instituted on an Experimental Basis would remain unchanged.