

## Academic Affairs Committee

### Course and Program Review and Approval Process Guidelines

#### i *College Review and Approval*

##### Step 1: Consideration by the Committee

**Submission:** The initiating Department Director prepares electronic file copies and a hard copy of appropriate course/curriculum form(s) or program description and submits with cover letter (memo), explaining course/program proposal, to the Department Chair and Chair.

Once the Department Chair approves the proposal, the Chair signs the hard copy forms and submits the hard copy and an electronic copy to the Chair of the Academic Affairs Committee (AAC). The electronic copy is copied to the CHS Associate Dean for Academic Affairs (ADAA).

**Circulation:** The AAC Chair maintains the hard copy of the proposal and submits the proposal to committee members electronically for feedback. Committee members are expected to provide feedback within ten working days for most course change proposals. Longer time periods are needed for curriculum change proposals

**Meeting:** The AAC has a regularly scheduled, monthly meeting time. If email correspondence is insufficient, a meeting of the AAC will be called and the committee members and interested parties need to attend the meeting for the AAC to review the proposal. It is imperative that a member of the initiating Department who is thoroughly familiar with the proposal address all AAC concerns.

College faculty/chairs in other CHS academic units who have communicated concerns and/or recommendations regarding the proposal in writing to the AAC Chair may also request attendance at the committee's scheduled review of the proposal.

**Action:** Disposition of proposal following review by AAC:

Recommended Approval As Submitted: AAC Chair will notify the Chair/Department Director of the initiating Department of this action by the committee and remind him/her of the next step in the review and approval process. The AAC will notify the ADAA of the Committee's recommendation and submit the hard copy of the proposal. The electronic copy need not be re-submitted if there are no changes.

Recommended Approval as Amended: AAC Chair will notify the Chair/Department Director of the initiating Department of this action and the changes that have been recommended by the committee and remind him/her of the next step in the review and approval process. The AAC Chair will notify the ADAA of the Committee's recommendation.

*If the change requires a new signature by the Department Chair, it is the responsibility of the Department Director/ Chair to obtain the*

*signatures and re-submit.* Once the changes have been made to the satisfaction of the Committee, the AAC will notify the ADAA of the Committee's recommendation and submit the revised electronic copies and signed hard copies of the proposal.

Recommended Disapproval Referral: AAC Chair will refer the proposal back to the Chair/Department Director of the initiating Department for reconsideration and explain the committee's questions, comments and concerns. The Department considers AAC's recommendations and decides on one of the following two options: 1) revise the proposal and resubmit to AAC or 2) appeal. The AAC Chair will notify the ADAA of the Committee's recommendation.

Step 2: Consideration by the Associate Dean for Academic Affairs.

Action: Following notification of AAC recommended approval for transmittal to the Dean's Office, the AAC Chair forwards the hard copy of the proposal and supporting documents for ADAA signature and forwards the appropriate electronic file of the proposal to the ADAA for transmittal to the secretary of the Health Care Colleges Council (HCCC).

**i University Senate Review and Approval**

Step 3. Consideration by Health Care Colleges Council (HCCC)

Submission: Once the Secretary of the HCCC has received the proposal from CHS, it will be placed on the agenda for review at the next appropriate regularly scheduled meeting of HCCC. It is the responsibility of the Associate Dean for Academic Affairs to contact the HCCC Secretary to be aware of the agenda, times, and dates of the Council meetings.

Meeting: Dates and times of the regularly scheduled meetings of the HCCC may be obtained from the Dean's office or from the HCCC Secretary. It should be noted that copies of the proposal forwarded to the HCCC by CHS must be circulated to members of the council at least 15 working days prior to one of the regularly scheduled meetings in order for it to be placed on the agenda for consideration at that meeting.

Action: If recommended and/or approved by the HCCC, the proposal and/or other required written communication regarding this action by HCCC will be forwarded to the Undergraduate, Graduate, or Senate Council (as appropriate) for consideration.

Step 4. Consideration by the Senate Council

Senate Council will determine final disposition of the CHS proposal submitted by HCCC and any further consideration or review by appropriate Academic Councils (Undergraduate/Graduate) and/or Committees of the Senate. Follow-up and inquiries on the Senate Council's disposition and/or assignment regarding the proposal should be made by the Associate Dean for Academic Affairs to the Secretary of the Senate Council.

Note: The CHS Department Chair/Department Director should notify the Chair of the CHS Academic Affairs Committee by written communication (memo) concerning the final disposition of the proposal following Senate and/or Senate Council action.

### **Course Proposal Development and Preparation Guidelines**

All proposals should include a complete syllabus using the Guidelines posted by the Office of the Ombud.

#### **i Application for a New Course**

The following items should be considered:

1. Is the course numbered and titled correctly?
2. Are the lecture or laboratory or clinical hours calculated properly?
3. Is the course description clear and accurate?
4. Are the prerequisites for the course appropriate?
5. What effect will the course have upon the semester course load of the student?
6. Is the rationale for the new course appropriate and justifiable?
7. Who will teach the course? Are resources and personnel currently available?
8. Are adequate facilities available?
9. Is the course available to students in CHS only? Available to students in other colleges? Are faculty and/or personnel from other colleges available for course instruction and supervision?
10. Does the proposed course fit into the existing curriculum and/or degree program of the Department?
11. If the proposed course is intended as part of the required curriculum for a Departmental degree program, does it fit into this curriculum in the proper sequence?
12. Are the major teaching objectives and outline and/or reference list for the proposed course well defined and appropriate?
13. Are there clear distinctions made for courses that serve as both undergraduate and graduate courses, e.g., 500 level?

#### **i Minor Course Change**

Minor course changes are those restricted to any one or more of the following:

1. Change in course number within the same hundred series.
2. Editorial change in description which does not imply or involve change in the content or emphasis of the course.
3. Editorial change in title which does not imply change in the content or emphasis of the course.
4. Change in prerequisite which does not imply change in the content or emphasis in the course.
5. Cross-listing a course within another Department and/or College.

#### **i Change in an Existing Course**

A change in an existing course applies to all changes not found on the Minor Course Change list. The following items should be considered:

1. Is the course numbered and titled correctly?
2. Are lecture and laboratory or clinical hours calculated according to University requirements (e.g., lecture 15 contact hours = 1 semester credit hour; Laboratory 30 contact hours = 1 semester credit hour)
3. Are the present and proposed course descriptions accurate?
4. Are the prerequisites still appropriate for the proposed change?
5. If Consent of Instructor is used for the course proposal, is justification available to academic units or committees who need a definition of the phrase?
6. Is the rationale for the proposed course change appropriate and justifiable?
7. Are the course objectives stated appropriately in terms of the proposed change in the course? (e.g., Is this a goal oriented course with broad objectives? Is this a seminar

with specific content and objectives or a variable topical seminar with more general objectives? If the course is a topical seminar, are examples of topical seminar objectives available upon request?)

8. Is the course available to students in CHS only? Is it available to students in other colleges? If so, are faculty and/or personnel from other colleges available to provide supervision or instruction of the course?

**i Application to Drop a Course**

The following items should be considered:

1. Is the rationale for dropping the course understandable and appropriate?
2. What effect will this have on the students in the departmental degree program? Other departments? College? Medical Center? University?
3. Does the proposal to drop the course have an effect upon students who wish to transfer from community colleges?

**i Other General Considerations and Questions**

1. Will the course proposal involve an added cost or expense to the initiating Department? College? Medical Center? University Students? What are the total numbers of credit hours required by the department for graduation from the involved degree program? Does the course proposal increase the number of hours required for graduation from the program? Is data available to justify and document the increase?
2. Does the course proposal eliminate any Free Electives currently available to students?
3. Does the course proposal affect the professional admission requirements for the student in terms of the Department or College?
4. Are the methods of student evaluation included in the proposal?

**Procedures and Timelines For Submissions**

New curricula and course changes will need about 1 year to move thru the AAC , the University Councils and the University Senate . If the Council on Post Secondary Education and the Board of Trustees must approve your proposal, allow an additional 6 months to 1 year.

**Course Approval Flow Chart**

<b>Course Number 800-999</b>	<b>Course Number 001-499</b>	<b>Course Number 600-799</b>	<b>Course Number 400G-499G; 500-599</b>
Department	Department	Department	Department
Academic Affairs Committee	Academic Affairs Committee	Academic Affairs Committee	Academic Affairs Committee
College Faculty			
Dean's Office	Dean's Office	Dean's Office	Dean's Office
Health Care Colleges Council	Health Care Colleges Council/Medical Center	Health Care Colleges Council	Health Care Colleges Council
	Undergraduate Council	Graduate Council	Undergraduate & Graduate Councils
Senate Council	Senate Council	Senate Council	Senate Council