

SPECIAL REPORT
of the
RULES COMMITTEE
concerning the
APPROVAL PROCESS FOR NEW COURSES

Presented at the
741st Regular Meeting of the Faculty Senate
October 9, 2014

COMMITTEE MEMBERSHIP

Marilyn Billings
Richard Bogartz
Steven Brewer
Nancy Cohen
James Kurose
Ernest May
MJ Peterson, Chair
Anurag Sharma
Susan K. Whitbourne

1. Background

Currently, there are several processes by which new courses may be approved and listed by the Registrar, ranging from the relatively simple process applicable to Seminars and Special Topics Courses, to the more complex process applicable to Experimental Courses, to the rather exhaustive review process applicable to new courses proposed for permanent listing as Regular Courses.

Seminars (X91, X92, X93, X95)

Approved by: Department Chair/Head
Department Schedule Officer

Special Topics (X97)

Approved by: Department Chair/Head
Department Schedule Officer

Experimental Courses (can be taught three times only)

Approved by: Department Curriculum Committee
Department Chair/Head
Dean of School or College
Dean of Graduate School (500 and above)
Faculty Senate Secretary
Provost (or designee)

Regular Courses

Approved by: Department Curriculum Committee
Department Chair/Head
Dean of School or College
School or College Curriculum Committee
Academic Matters Council (up to 599)
General Education Council (Gen Ed designations)
Graduate Council (500 and above)
Graduate Dean (500 and above)
Faculty Senate Secretary
Provost (or designee)

II. Recommendation

It is recommended that the following slightly modified procedure for new course approval be adopted (and incorporated into the Course and Curriculum Management System):

Seminars (X91, X92, X93, X95)

Approved by: Department Chair/Head
Department Schedule Officer

Special Topics (X97)

Approved by: Department Chair/Head
Department Schedule Officer

Experimental Courses (can be taught three times only)

Approved by: Department Chair/Head/Department Curriculum Committee
Dean of School or College
Dean of Graduate School (500 and above)
Faculty Senate Secretary
Provost (or designee)

Regular Courses

Approved by: Department Curriculum Committee
Department Chair/Head
Dean of School or College
School or College Curriculum Committee
Academic Matters Council (up to 599)
General Education Council (Gen Ed designations)
Graduate Council (500 and above)
Faculty Senate Secretary
Provost (or designee)

The only change from current practice involves the series of approvals for Experimental Courses, which, in the recommended new procedure, departmental review requires only a single step, with the approval of the Department Chair or Head constituting the signal that department approval has been achieved. This change would not prevent a department that wishes to retain review of Experimental Courses by the Department Curriculum Committee, prior to review by the Chair or Head, from doing so; however, this step would no longer be a formal requirement of the approval structure.

III. Rationale

One of the desirable features of an Experimental Course is that it can be approved rather promptly (usually, 2 weeks to 2 months after approval by the Department Chair/Head); it can be offered up to three times without further review. (After being offered once, twice, or three times, an Experimental Course must either be submitted for full review as a Regular Course, or else dropped.) Situations such as a new faculty hire frequently arise in which it is imperative to facilitate a new course offering in a relatively short time frame. In the period May through September, however, most Departmental Curriculum Committees are inactive. The new process will allow Departments that wish to streamline the approval process for Experimental Courses to do so.

Upon approval by the Faculty Senate, this policy will supersede prior legislation on the subject, including but not necessarily limited to the Approval Procedure Guide (February, 1998).

MOVED: That the Faculty Senate approve the Approval Process for New Courses, as presented
06-15 in Sen. Doc. No. 15-009.