

WOU FACULTY SENATE CURRICULUM COMMITTEE

Guidelines and Procedures for Curricular Proposals

I. Curricular Items that must be submitted to the Faculty Senate Curriculum Committee

1. New Programs and Majors. Proposals for new undergraduate degrees, programs and certificates made by the curriculum committee of a division, the Faculty Senate Graduate Study Committee, or an administrator must be submitted to the Faculty Senate Curriculum Committee. The Oregon University System also has guidelines and requirements for adding new majors, minors, graduate degree programs, and certificate programs. Please consult with your dean if your proposal includes one or more of these. The *OUS New Program* guidelines are available through the *OUS Academic Program Policies and Procedures* webpage which is linked to the Curriculum Committee website.

To use the online curriculum process for New Programs or Majors during the 2009.2010 academic year; please:

- i) Select Program Request > Program Changes
- ii) Check Other purpose and type in **NEW PROGRAM** in the provide blank
- iii) Fill out the form (which is valid for new programs and changing programs) and attach documents as needed.

When the beta version of the online system is updated (Spring 2010), a New Program page will be created.

2. Program changes, including change of required courses in programs, majors, minors, or the LACC¹.
3. New Minor (program proposal).
4. New undergraduate course (LACC course note¹).
5. Deletion (dropping) of a course from the list of courses offered by a department.
6. Undergraduate course changes including:
 - a. Change in course number from lower division to upper division or vice versa;
 - b. Change in course credit hours;
 - c. Change in courses allowed to satisfy the LACC¹;
 - d. Change in course title if the new title is quite similar to another course already offered in the university;
 - e. Change in course description if the new course description is substantially quite similar to that of a course already offered in the university;
 - f. Change in course content, description or credits hours when the course is a prerequisite or precursor to another course or program; and
 - g. Change in course prerequisites.
7. Non-substantive individual course changes. The Curriculum Committee Chair will pass the following proposed individual changes directly to the Faculty Senate President:
 - a. Change in course title when change of title reflects previously revised course content;
 - b. Change in course description when description of the course reflects previously revised course content;
 - c. Change in course number if not a change from lower to upper division or vice versa.

¹LACC course changes or new courses proposed for the LACC must also be reviewed by the Academic Requirements Committee. The Curriculum Committee Chair will work with the Academic Requirements Committee Chair for LACC course proposals.

II. Proposals Submission

1. Material to be reviewed by the Faculty Senate Curriculum Committee must reach the committee chair level no later than seven days prior to the next Curriculum Committee meeting date. Special meetings of the Curriculum Committee may be called by the chair; however, seven days notice of matters to be discussed will still be required.
2. All forms for permanent *Curriculum Requests* proposals are available through the Portal gateway *Course and Program Request* link. Electronic versions of all submitted proposals will be automatically archived and made available to all appropriate parties. Directions for using the online system and text templates for drafting proposals which include details on required information and items for each proposal are linked to the Faculty Senate Curriculum Committee website: (<http://www.wou.edu/president/facultysenate/curriculum/>).

III. Presenting Proposals

1. Because of the complex issues involved in curriculum changes, it is in the best interest of proposal sponsors to attend the Curriculum Committee meeting to present the proposal or have a divisional representative with sufficient knowledge of the proposal present at the curriculum committee meeting. To allow sufficient time for discussion and questions regarding the proposal, sponsors or divisional representatives should try to limit a summary of changes to 5 minutes. The following issues often come up in curriculum committee discussions.
 - a. Effect of course and program changes across disciplines (contact and notify any departments or divisions which may be affected by the proposed curricular changes).
 - b. Effect of course and program changes on the LACCs or additional graduation requirements.
 - c. Wording or terminology differences between disciplines which may influence interpretation of proposals.
 - d. The content of diversity designation proposals.
 - e. How proposals for programs changes differ from the current program.
 - f. Contact your divisional representative for more information about issues and questions that occur at curriculum committee meetings.

IV. Proposal Processing

“Return proposal” is an automated feature of the online curriculum request system and occurs when an approver selects the *Reject* button for a proposal.

1. The Faculty Senate Curriculum Committee shall review the proposal. Committee recommendations (approve and reject) will be noted and forwarded to the Faculty Senate President for presentation to the Senate Executive Committee.
2. The Senate Executive Committee shall review the proposal. The Executive Committee may return the proposal to its faculty sponsor if major revisions are recommended, may recommend review by the full Senate prior to approval, or may approve and forward the proposal to the respective College Dean² for their review and approval. If the proposal is not approved by the Faculty Senate President, the Faculty Sponsor will be notified via the online system.
3. The College Dean² shall review the proposal. The Dean may return the proposal to its faculty sponsor if major revisions are recommended, or may approve and forward the proposal to the Provost. If the proposal is not approved by the Dean, the Faculty Senate President and the Faculty Sponsor will be notified.
4. The Provost shall review the proposal. The Provost may return the proposal to its faculty sponsor if major revisions are recommended, may approve course proposals, or may approve

² Associate Provost for ICS classes

and forward program proposals to the President. If the proposal is not approved by the Provost, the Dean, the Faculty Senate President and the Faculty Sponsor will be notified.

5. The President shall review program proposals. The President may return the proposal to its faculty sponsor if major revisions are recommended or may approve and return the proposal to the Provost's office for processing. If the proposal is not approved by the President, the Provost, the Dean, the Faculty Senate President and the Faculty Sponsor will be notified.
6. All 400/500 courses must be approved by BOTH the Curriculum and Graduate Committees. In the case of 400/500 courses, *indicate graduate credit criterion*. By checking the 400/500 course option on the course request forms, the Curriculum Committee and the Graduate Study Committee will simultaneously be given access to the proposal in the online curriculum request system.
7. The Curriculum Committee shall meet monthly on a regularly scheduled basis from September through May.

The Curriculum Committee reviews curricular matters from a university-wide perspective. The committee is always open to discussing curricular matters with administration, faculty, and students and will offer guidance and clarification whenever possible.