

**APPENDIX**

**CURRICULAR APPROVAL PROCESS**

## CURRICULAR APPROVAL PROCESS

### I. Developmental Stage:

In curricular changes of any significance, early communication is critical to sparing needless effort and later controversy. All faculty within a department should be involved in, or at least be made aware of, any departmental curriculum changes. Even prior to departmental approval, intended changes should be communicated to all those likely to be affected, with a request for their input. Those who should be routinely involved or informed in most cases include the following:

- Heads of other departments
- Library and, as relevant, Computer Services and Student Services
- Registrar
- Teacher Education Council
- Dean of Graduate School
- Vice President for Academic Affairs (who will be responsible for informing the President and any others who should be informed)

\*The Curriculum Committee or Graduate Council deals with all the changes that affect curriculum in the catalog (undergraduate or graduate). The following is a list of changes that would require a curriculum proposal for the curriculum committee and/or graduate council for changes to be made after approval by the Faculty Senate (for undergraduate proposals) or the Graduate Council (for graduate proposals). This list is not inclusive. Questions should be addressed to the Registrar's Office.

Change catalog description	Upgrade or change program requirements
Adding hours to a course (1001 to 1002)	Add/delete pre-requisites
Deleting hours from a course (1002 to 1001)	Add/delete co-requisites
Change course name	Cross-listed courses
Change course description	Discontinue degree
Add course to the curriculum	Discontinue program
Delete course from the curriculum	Change (adding/dropping) degree requirements within the department
Change course number	

*\*\*Clarification of usage of course and curriculum change proposal formats:*

Course Change Proposal (Attachment A):

- A. Attachment A is intended to provide a format for the presentation of a proposal to the appropriate committee for additions, deletions, or changes to a single course or set of related courses. It is not meant to be used for course changes that are part of a program modification. Proposals for courses being altered or deleted as part of an overall plan to

\*Updated 8/1/06

\*\*Added 8/1/04

modify an existing program should be included with the program modification curriculum change utilizing the format shown in Attachment B. To illustrate, the addition of an elective course in history, or several elective courses in history, which does not affect the program's curriculum matrix should be sent through using the format indicated by Attachment A. Other acceptable changes would include deleting courses from the course inventory which are no longer offered and not required in a major, changing a course description or course title, changing a course pre- or co-requisite, and cross-listing a course. This list is not intended to be all-inclusive as other minor course changes may be necessary which can be handled using this format.

B. \*Curriculum Change Proposal (Attachment B):

The Curriculum Change Proposal format (Attachment B) is intended to be used for submission of proposals to add a new degree/option, delete an existing degree/option, or modify an existing degree/option. Proposals are reviewed by a number of individuals on campus, and the intent of the proposing department may be difficult to determine if all proposals concerning a particular degree/option are submitted at different times and in different formats. For clarification and ease of understanding, it is strongly encouraged that all changes relating to a new or existing degree/option be submitted as one "packet."

For clarification, if the department intends to delete an existing twelve hours of required coursework, add back nine hours of new coursework, and make up the difference with three hours of 3000-4000 level electives, then all of this information should be included in one proposal and outlined in the program template provided. It is understood that curriculum proposals of this nature will be cumbersome in that information will still need to be included on new courses as if they were being submitted using Attachment A. However, the ability to "follow it all the way through" is desirable for the reviewing committees and needed by both the Registrar's Office and the Office of Academic Affairs in reviewing the proposed changes and modifying the catalog.

II. Approval Stage:

Although curricular development may go on through the year, may be initiated in various ways and for various reasons, and may or may not have a fixed time table, the approval process is considerably more formal and fixed. It is constrained by 1) the need for campus-wide approval; 2) the need for off-campus approval by the Arkansas Higher Education Coordinating Board; and 3) the deadline for catalog copy.

A. \*Process:

1. After development and departmental approval, the Department Head will submit proposed changes to the School Dean who shall review the proposal and then submit to the Office of Academic Affairs.

\*Updated 8/1/06

a. Proposals for course changes (course changes, deletions, or additions) shall be submitted according to the "Proposal for Course Change" format (Attachment A). Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.

b. Proposals for program changes (\*program, option, or minor additions; program, option, or minor deletions; program, option, or minor modifications; miscellaneous program change) shall be submitted according to the "Format for Curriculum Change Proposal" (Attachment B). Each new program proposal must include an assessment plan using the approved University Assessment Form.

(After approval at the University level, new program proposals shall be submitted to the Arkansas Higher Education Coordinating Board according to the "Criteria and Procedures for Preparing Proposals for New Programs"\* as outlined on the Arkansas Department of Higher Education website, <http://www.arkansashighered.com/Booklet-App.html>.)

c. Each proposal should be reviewed for completeness according to the "Curriculum Checklist" (Attachment C) before beginning the approval process.\* Please provide a signed copy of Attachment C as part of each proposal.

d. Proposals should include a requested effective or implementation date.

2. The Office of Academic Affairs will ask the Registrar to summarily review each proposal for satisfaction of all points listed on the "Curriculum Checklist." Any proposals found to be incomplete or incorrect will be returned to the originating department for correction. The approval process will start over in that instance.

3. After review by the Registrar, the Office of Academic Affairs will submit the proposal to the following faculty committees, as appropriate:

Undergraduate Proposal  
Teacher Education Council\*  
Curriculum Committee  
Faculty Senate

Graduate Proposal  
Teacher Education Council\*  
Graduate Council

\*Proposals affecting the teacher certification and master's programs in Education should be presented first to the Teacher Education Council.

4. After approval through the faculty committees, all program proposals will be submitted to the Vice President for Academic Affairs for approval. When appropriate, the Vice President will submit program proposals to the President and Board of Trustees for approval. If a new program proposal, the Arkansas Higher Education Coordinating Board will have final approval rights.

\*Updated 8/1/04

### III. Catalog Stage:

Once all needed approvals are obtained, the curricular changes must be prepared and submitted for inclusion in the next University catalog. Minor editorial changes in the catalog may be made by those with responsibility for given sections, but any change in substance must have gone through the approval process described above.

Catalog copy is prepared in accordance with instructions provided by Academic Affairs to ensure timely and efficient preparation of camera-ready copy. The timetable is typically as follows:

- A. Academic Affairs forwards catalog copy  
(excluding curricula and course descriptions)  
to Vice Presidents and Deans for editing.....October 15
  
- Edited catalog copy to Academic Affairs  
for compilation ..... November 15
  
- Proof copy to Vice Presidents and Deans  
for final editing ..... December 1
  
- Final edited copy due in Academic Affairs ..... December 15
  
- B. Academic Affairs forwards compiled catalog  
copy to Deans (school curricula and course  
description sections only) for proofing ..... March 1
  
- Final edited copy due in Academic Affairs ..... March 15
  
- Catalogs available for distribution..... May 20

Please note:

- 1) Approved changes may be implemented before they appear in the catalog, but communication with students is then difficult.
- 2) Changes implemented apply to incoming freshmen and thus have a lag time, since students in the pipeline may elect to follow the requirements of the catalog in effect when they entered the University.
- 3) Curriculum changes and program proposals will be accepted in the Office of Academic Affairs only during the time frames listed on the attached schedule (Attachment D).

**PROPOSAL FOR COURSE CHANGE**

To: Curriculum Committee or Graduate Council (as appropriate)

From: Initiating Department

Date submitted:

Request for: Course change \_\_\_\_\_ Course deletion \_\_\_\_\_ Course addition \_\_\_\_\_  
(Excluding course credit hour changes)

Submitted by:

Approved by: Department Head:  
Dean of School

Reviewed by: Registrar:  
Vice President:

If this is a deletion or other minor change, describe and give rationale.

If this is an addition of a new course, fill in the following and attach a syllabus (syllabus should include course objectives, and outline of the course with sufficient details to illuminate course content, and a bibliography. The Curriculum Committee/Graduate Council does not need evaluation and testing procedural information nor does it need excessively long bibliographies).

I. Catalog description: (AS IT WILL APPEAR IN THE CATALOG).

Number:

Title for Catalog:

\*Title for Course Inventory (24 characters):

Description:

Effective date or term:

\*Course fees:

II. Justification and feasibility of course:

A. What is the need for this course? Who will take it?

B. How does it relate to other work being offered by your department? Is there an overlap with other courses in the department?

C. Is this course part of any general plan of development within your department? Explain.

D. How often will the course be offered?

E. How will the course be staffed?

F. When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.)

List Department Head/  
Program Director Consulted:  
(Add to list as needed)

Indicate Support  
for Proposal  
(yes/no)

Date:

- 1.
- 2.
- 3.
- 4.
- 5.

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

**\*Note: Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.**

\*Updated 8/1/04  
\*\*Updated 9/1/05

## FORMAT FOR CURRICULUM CHANGE PROPOSAL

To: Curriculum Committee or Graduate Council (as appropriate)

From: (Initiating Department)

Date Submitted:

Type of Curriculum Change Requested: (\*Addition of new program, option, or minor)  
(\*Program, option, or minor deletion)  
(\*Program, option, or minor modification)  
(Course credit hour change)  
(Miscellaneous change)

Submitted By:

Approved By: Department Head:

Dean of School:

Reviewed By: Registrar:

Vice President for Academic Affairs

- I. Program or curriculum change as it will appear in the catalog.  
(see page 3 of this Attachment)
- II. Course Information
  - A. Rationale for the requested change.
  - B. What impact will the change have on staffing, on other programs, budget, and space allocation?
    1. Within the department requesting the change.
    2. Outside the department.
  - C. Effective date or term.
  - D. \*\*When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.)

List Department Head/  
Program Director Consulted:  
(Add to list as needed)

Indicate Support  
for Proposal  
(yes/no)

Date:

- 1.
- 2.
- 3.
- 4.
- 5.

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

Note: A syllabus should accompany each course proposal. The syllabus should contain the objectives of the course, a summary of course content, and bibliography of resources.

**\*Each new program proposal must include an assessment plan using the approved University Assessment Form.**

\*Updated 8/1/04  
\*\*Updated 9/1/05

Outline in specific detail how your proposal will alter the program:

Fall Start	
First Semester Add/Change:  Delete:  Total Hours:	Second Semester Add/Change:  Delete:  Total Hours:
Third Semester Add/Change:  Delete:  Total Hours:	Fourth Semester Add/Change:  Delete:  Total Hours:
Fifth Semester Add/Change:  Delete:  Total Hours:	Sixth Semester Add/Change:  Delete:  Total Hours:
Seventh Semester Add/Change:  Delete:  Total Hours:	Eighth Semester Add/Change:  Delete:  Total Hours:
Spring Start (If applicable)	
First Semester Add/Change:  Delete:  Total Hours:	Second Semester Add/Change:  Delete:  Total Hours:
Third Semester Add/Change:  Delete:  Total Hours:	Fourth Semester Add/Change:  Delete:  Total Hours:
Fifth Semester Add/Change:  Delete:  Total Hours:	Sixth Semester Add/Change:  Delete:  Total Hours:
Seventh Semester Add/Change:  Delete:  Total Hours:	Eighth Semester Add/Change:  Delete:  Total Hours:
Total Program Hours _____	