

CURRICULAR APPROVAL PROCESS

I. Developmental Stage:

The develop stage of the curriculum change process should begin with analyzing program and course assessment. 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. College and/or department curriculum committees should be involved in review of requested changes prior to the end of the spring term. Those who should be routinely involved or informed in most cases include the following:

- Deans and department heads
- College and/or department curriculum committees
- Assessment
- Registrar
- Vice President for Academic Affairs (particularly in relation to new program proposals)

All curriculum forms and instructions are available on the Curriculum Committee website: https://www.atu.edu/standingcommittees/curriculum/curriculum_forms.php

II. Submission Stage:

Curriculum proposals may be submitted at any time during the academic year. Faculty are encouraged to review curricula and submit changes based upon evidence derived from assessment data, using both direct and indirect measures, and upon an analysis of the current state of the discipline.

To be included in the catalogs for the next academic year, however, all proposals whether cosmetic or standard are due in the appropriate Dean's office for submission to the Assessment Office by July 1 of each year. The Registrar's Office and Academic Affairs will review proposals and work with departments for clean and accurate submissions of proposals through the appropriate committee structure. This timeline allows for a timely submission of the proposals through the curriculum change process. It also allows for timely submission of any program proposals (whether new, modifications, or deletions) to the Arkansas Higher Education Coordinating Board, so that those programmatic change may also be included in the upcoming academic year's catalog. Proposals submitted after July 1 require the approval of the Vice President for Academic Affairs for action during the current curricular cycle. If approval is not given, those proposals will be held for action during the next year's curricular cycle.

III. Approval Stage:

Although curricular development may occur throughout 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 (see above on timeline for submission).

A. Process:

1. After development and departmental approval, the Faculty and or Department Head will submit a proposal to the College Dean who shall review the proposal and then forward to the Assessment Office all recommended proposals (timeline above).
2. The Office of Academic Affairs will ask the Registrar to summarily review each proposal for satisfaction of inclusion of all relevant information. 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.

Undergraduate Proposal

Teacher Education Council
General Education Committee
Assessment Committee
Curriculum Committee
Faculty Senate

Graduate Proposal

Teacher Education Council
Graduate Council
Assessment Committee

Undergraduate curriculum proposals will also be posted on the Curriculum Committee website and should be reviewed by the committees identified above. Graduate curriculum proposals will be posted on the Graduate Council's website and should also be reviewed by the appropriate committees listed above.

Proposals affecting the teacher certification and master's programs in Education should be presented first to the Teacher Education Council. Proposals affecting general education should be presented to the General Education Committee.

Review of curriculum proposals will take place primarily during the fall semester of each academic year. Exceptions may be granted by the Vice President for Academic Affairs, particularly for curricular changes resulting from modified accreditation standards or State licensure changes.

After approval through faculty governance, all 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. All new programs, modifications of programs, or program deletions require final approval by the Arkansas Higher Education Coordinating Board.

(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 Academic Proposals" as outlined on the Arkansas Department of Higher Education website and utilizing the appropriate forms:

<https://adhe.edu/institutions/new-academic-program-proposals>

IV. Catalog Stage:

Once all needed approvals are obtained, the curricular changes must be prepared and submitted for inclusion in the next University online 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 the online copy. The timetable is typically as follows:

Final edited copy due - February 10

Catalogs available online - March 1