

Title: COURSE REVIEW, SCHEDULING AND PROCEDURE
BACCALAUREATE AND GRADUATE COUNCILS
Index #: 20-06.02
Division: ACADEMIC
Section: PROGRAM ADMINISTRATION
Effective Date: 9/4/85, 5/96

Policy Statement:

A systematic review of both undergraduate and graduate courses will occur according to a schedule determined annually by the Baccalaureate and Graduate Councils, respectively. All courses offered or proposed in the curriculum will be considered for review scheduling.

Ongoing courses will generally be reviewed every three years. The appropriate council will determine the need for a review of ongoing courses for which substantive change is suggested. New required courses are reviewed by the appropriate council prior to their first offering and at the end of one year.

Courses will be reviewed in detail by a designated faculty group. Review materials are submitted to the appropriate council who reviews them for curricular integrity. Proposals for deleting graduate specialty course work must follow the procedure for elimination of an existing course.

When grants are developed that involve addition of new courses or deletion/change of existing courses, the appropriate Council will be appraised of the situation prior to submission of the grant. Every effort should be made to secure the Council's approval prior to submission; however, in all cases changes must be reviewed by the appropriate Council prior to the first offering. When approval has not been obtained prior to submission, the grant must include an explicit statement that the proposed curriculum changes are pending approval of the appropriate Council. Additionally, proposed curricular changes will be reviewed with the appropriate administrator(s) to determine resource implications.

Rational for Decision:

The timing of curricular (evaluation) review needs to be responsive to the changing curricular development and implementation activities. The Baccalaureate and Graduate Councils are the most knowledgeable groups with regard to overall curricular activities of the school and are in the best position to schedule review activities.

Definitions:

Substantive change: Major content change. The faculty of record is expected to discuss proposed changes with the responsible faculty group, which will determine the need for council review.

One year review of new courses: An in-depth review that includes all course materials, implementation procedures and outcomes, one of which is a summary of student reviews.

Curricular integrity: Course materials submitted for review reflect congruence, consistency and integration, and are in sequence with the intended outcomes of the curriculum.

Baccalaureate and Graduate Councils: 1. Prepare and disseminate schedule of course reviews by October 31 to appropriate faculty.

Faculty: 1. Review scheduled courses using established guidelines.
2. Submit review material to appropriate council.

Baccalaureate and Graduate Councils: 1. Review submitted material.
2. Respond in writing to appropriate faculty including comments and recommendations in a timely fashion so needed changes can be made before the next offering.
3. Send copies of responses to Associate Deans.

Note: Approved by: Academic Affairs Committee 1982
Faculty May, 1996