

Curriculum Review Process

(Revised January 29, 1999)

(Revised by the COB Ad. Council, January 5, 2005)

(Approved, COB Faculty, January 10, 2005)

A curriculum review occurs each year as an aspect of publishing the annual University catalog. The process is initiated by the Associate Dean when the College receives guidelines for the submission of proposed changes from the Provost's office.

Generally, proposals for course content changes, course additions, and course deletions are initiated by faculty person(s) responsible for such courses. Proposals for change of multiple—section courses are initiated by the course coordinator after consultation with others teaching the section course. Proposals for changes in major or minor requirements, or the addition or deletion of a major are initiated by the faculty persons who teach in the discipline and submitted by the coordinator of the major, etc., where applicable, or by the Department Chair.

All catalog change proposals, regardless of nature, must be reviewed and approved by the respective departmental faculty. Such proposals are reviewed by the COB Administrative Council to address any interdepartmental issues. Subsequently, the Dean forwards them to the appropriate Undergraduate Advisory Committee or Graduate Advisory Committee Chair for review and recommendation for final approval or rejection by the Dean.

When the committee rejects a proposal, it must be returned to the Department Chair with suggestions for resubmission or with reasons for denial. Proposals denied by the Committee may be appealed to the Dean in writing.

Those proposals approved by the Dean are forwarded to the Provost, who then transmits the proposals to the University Faculty Senate for action. Faculty developing the proposals may be asked to appear or to provide additional information to the Senate. Faculty Senate guidelines provide a detailed process for actions taken by the Senate.

In additions to the routines described above, a comprehensive review of the curriculum occurs in undergraduate and graduate advisory committees (see descriptions for "Graduate Advisory Committee" and Undergraduate Advisory Committee" elsewhere in the process manual). Chairs of the undergraduate and graduate committees and the Department Chairs are responsible for initiating actions described in this process section.