Proposed changes to the Undergraduate Curriculum Development - Academic Policies

Proposal 1: (throughout policy change edits)

Clean up the language and match the policies with the computer-based system now being used for Undergraduate Curriculum Development.

Justification: This proposal brings the policies up-to-date with the current computer-based process.

Proposal 2: (UNDERGRADUATE CURRICULUM DEVELOPMENT TIMETABLE and throughout policy change edits)

a. Change the due dates from specific dates to specific days.
b. Change the date the proposal system will be available from June 1 to March 1.
c. Change the due date for all proposals (Primary, Secondary and Administrative) to “the first business day in November.”

Justification:
   a. Changing specific due dates to specific days will remove the possibility that a due date would fall on a weekend.
   b. This would allow departments to work on their proposals during the spring semester.
   c. This gives the Provost’s Office and the Registrar’s Office the chance to review and edit proposals that have to be forwarded to the MDHE. It also gives the UGCC Chair and Secretary time to review all of the proposals to make a timely report to faculty senate and GAC.

Proposal 3: (Page 1, paragraph 4)

Add the language, “Departments submitting Administrative Proposals must notify their dean, the UGCC Chair and registrar’s Office.”

Justification: This gives the Dean, UGCC Chair and the Registrar’s Office the heads up that a change is being requested. Currently there is no method for notification and the interested parties must constantly check to see if any new administrative proposals have been submitted.

Proposal 4: (Page 1, last paragraph)

Add the language, “Departments that are submitting proposals (both secondary and primary) that affect other departments shall send an email to the Chair of the affected departments alerting them to review the proposed changes listed in the Curriculum Proposal System.”

Justification: The current computer program cannot be programmed to automatically notify affected departments that a proposal has been submitted. As it currently stands, the department chair has to log on to see if anything has been posted that affects their department.
Proposal 5: (Page 1, last paragraph)

Add the language, "All proposals that affect a General Studies course must include every department and the Craig School of Business as affected departments."

Justification: This will alert all departments and schools that a change is being proposed to a general studies course. The Chair of the General Studies Committee approved this language.

Proposal 6: (Page 2, Paragraph 6)

Add the language, "All forms, including DHE required forms, must be completed and filed on the O – Drive before the UGCC sub-committee can present the curriculum proposal."

Justification: Including the DHE forms along with all other forms BEFORE the UGCC subcommittee presents the proposal, gives the subcommittee the opportunity to see everything needed to send the proposal to MDHE. It also gives the department time to edit the proposal after consulting with the UGCC subcommittee and the Provost's Office.

Proposal 7: (Page 2, Paragraph 6)

Add the language, "If the committee determines that the proposal is complete and there are no concerns, they may vote to approve the proposal after the first reading."

Justification: With the new computer-based system and improved procedures, it is often the case that there are no questions and the proposals are complete and thorough. Without this language, the committee has to suspend the rules to enable them to vote after the first reading. With this language, the committee would be able to vote after the first reading if everything is in order. This also acts as an incentive to departments to make sure their proposals are complete, well explained and justified so that they do not have to attend another UGCC reading.

Proposal 8:

Add under Section 4. Curricular Constraint Compliance:

c. All non-General Studies courses that are prerequisites for required and elective courses in any type of degree program must be indicated on the major/minor form. These prerequisites will count toward the total credits in that degree program. This includes majors, minors and certificates.

Justification: Currently there are no curricular constraints against hidden prerequisites in minors and certificates. This language should get rid of any hidden prerequisites in any program from this point forward. It is simply asking the department creating the curriculum to list everything the student must take, including prerequisites not already included in the degree, on the Major/Minor form. If an exemption in credit hours is needed because of prerequisites, the department can ask for it as is stated in section 4.
It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

A. Undergraduate Curriculum Development Procedure

Undergraduate curriculum proposals will utilize one of three processes: an Undergraduate Curriculum Committee (UGCC) review process for more expansive course and program changes (Primary) an expedited process for minor course and program changes (Secondary) and a non-UGCC reviewed expedited process for small, minor changes, catalog cleanup and changes that have no affected departments (Administrative).

All proposals shall be submitted through the Missouri Western Curriculum Proposal System. The link can be found on the Faculty Senate Web site. https://aps2.missouriwestern.edu/cups/login.aspx

Administrative proposals and Secondary proposals for course and program changes, like those involving the change of a course’s semester offerings or title, may be submitted at any time after the first business day in November of each AY. Secondary proposal course and program changes are approved on the departmental level, shared with affected and interested departments, the UGCC Chair, the Registrar’s Office and reviewed by the appropriate Dean. If the Dean, in discussion with the UGCC Chair or affected departments, finds the ramifications of the proposed curriculum changes are greater than originally supposed by the proposal originator, the proposal will be forwarded for evaluation by UGCC. Once the Dean’s evaluation is complete, the catalog and Banner changes will be included with this cycle’s approved Primary curriculum proposals without further review by the UGCC, the Faculty Senate, GAC or the President. Departments submitting Administrative Proposals must notify their dean, the UGCC Chair and registrar’s Office.

Primary course and program changes, including those adding new courses or programs, will follow the UGCC timetable for submission in order that the curricular process can move smoothly from design to implementation. Primary course and program changes are approved on the departmental level, shared with the affected and interested departments, reviewed by the college deans, and evaluated by the UGCC before presentation to Faculty Senate and GAC.

Time Schedule for Primary Course and Program Development:

March 1st to the fourth Thursday in June. The Primary Proposal submission system will be available for submitting and editing of applications during this period. After the fourth Thursday in June, new Primary Proposals will not be accepted. Primary Proposal original authors can still edit the proposals that have been submitted prior to the June deadline.

Fourth Thursday in June by 4:00 p.m. Each department shall submit to the Chair of UGCC a list of the primary and secondary proposal items that they plan to submit during the review cycle. Departments that are submitting proposals (both secondary and primary) that affect other departments shall send an email to the Chair of the affected departments alerting them to review the proposed changes listed in the Curriculum Proposal System. All proposals that affect a General Studies course must include every department and the Craig School of Business as affected departments. Affected Departments and individuals shall have until the first business day in August to review the proposal and respond to it online.

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The first business day in August, (1) affected departments have completed the Affected Department Form of the Curriculum Proposal System. Failure to respond to the proposal, either in the affirmative or negative, will be regarded as a neutral response on the proposal by UGCC in its deliberations; (2) a representative from the Registrar’s Office will respond to the proposal, filling out the Registrar’s form in the Curriculum Proposal System.

Friday before Faculty Plan Days, 4:00 p.m. The undergraduate academic Deans will conclude their review of each curriculum proposal and complete the Dean Form in the Curriculum Proposal System, indicating their response to the proposal.

Second Friday of classes for the fall semester. The UGCC will organize the subcommittee and assign each to review particular departments’ proposals. A timetable for review is established and departments are notified of when their proposals will be reviewed.

One week before the first reading of a department’s proposals. Subcommittee will review each item in the department’s proposals and meet with the department to discuss the packet. The subcommittee will check curricular constraints by completing the Committee Form in the Curriculum Proposal System for proposals that add a program or change the number of credit hours in a program. The subcommittee will also ensure that the forms and all necessary attachments are complete for the full UGCC Review.

Two weeks after a department’s proposals have been reviewed and voted on by the UGCC. The Department Chairs will incorporate any required changes into the forms and attachments and prepare a final summary of the department’s proposals for inclusion in the Faculty Senate and GAC reports that the UGCC Chair prepares. The Subcommittee will complete the Committee Form on the Curriculum Proposal System. The UGCC Chair will prepare the final report of the changes for presentation during the December meetings of the Faculty Senate and GAC.

During the review process, the proposal submitters may change, add, or delete proposal items if recommended to do so by the reviewing subcommittee. Proposals reviewed by the full committee will generally require two readings/reviews before a committee vote is taken on the proposal. If the committee determines that the proposal is complete and there are no concerns, they may vote to approve the proposal after the first reading. All forms, including DHE required forms, must be completed and filed on the O – Drive before the UGCC sub-committee can present the curriculum proposal.

In addition, under extreme circumstances, the Provost and Vice President for Academic Affairs may call a special session of the Undergraduate Curriculum Committee to review proposal packets during the spring semester.

Unless an informational report, all proposal forms such as the Major Declaration Form, Pre-Major Form, Banner checklists and corrected catalog copy from the department or program are to be posted to the UGCC folder on the O-Drive in the department’s folder. If the proposal requires Coordinating Board approval, those forms must also be completed and posted with the proposal with notification to the Provost’s office.

All originators should make every effort to analyze the need, population to be served, immediate cost factors, how other departments, schools and programs would be affected, and the long-range view of the proposed change or addition. This analysis should be done well in advance so the coordination among affected departments/schools/programs can be accomplished. These coordination efforts must be accomplished prior to evaluation of the proposal by the UGCC. Proposals which have not been shared with the affected department(s) will not be accepted by the UGCC. Affected departments include: 1) a department that houses any courses listed in the proposal, 2) a department that houses any courses that are being dropped by the proposal, 3) a department that houses courses that are similar in nature, 4) a department that houses courses that are cross listed to any of these offerings.

Before evaluation by the UGCC, the appropriate department chairperson and Dean of the College must review the proposal, making their remarks in support of or in opposition to the proposal. The Dean of the College or the department chairperson must then either allow the UGCC to evaluate the proposal or return it to the originator accompanied by remarks. If returned the originator may: a) alter the proposal under consideration, b) withdraw the proposal, or c) allow the UGCC to evaluate the proposal with all statements of support/opposition by the Dean of the College and the department chairperson.

All Primary proposal support materials will be assembled the first Monday after Labor Day on the UGCC folder on the O-Drive, to be available for review by the UGCC members and the faculty at large. Any significant changes in
the proposal made during the UGCC’s evaluation process must be submitted to the Dean of the College for approval by the appropriate Dean of the College prior to a final vote of acceptance/rejection by the UGCC. The UGCC will submit an informational report of all Primary curriculum proposals to the Faculty Senate prior to making a written recommendation to the GAC. Along with the recommendation will be the rationale and justification for the committee’s action. The GAC will submit their recommendation to the President for final action. After the review cycle, a digital copy of all of the AY proposals will be housed in the Office of Academic Affairs.

In the event that a proposal item which proposes a new major, minor or associate program or introduces changes to such a program has successfully proceeded through the UGCC, the Faculty Senate, and GAC, but cannot be implemented in the following catalog due to budget/staffing constraints or DHE action, the proposal will be allowed a one-year grace period for implementation without having to be re-submitted at the beginning of the approval process. The approval of all other proposals is valid for only the next catalog cycle, so that if the change is not implemented in the next catalog, it will have to be re-submitted as a new proposal in the next undergraduate curriculum development cycle. General studies course changes automatically have a one-year grace period to allow completion of the general studies approval process.

**UNDERGRADUATE CURRICULUM DEVELOPMENT TIMETABLE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>RESPONSIBLE FOR ACTION</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Proposal originating department or CSB</td>
<td>Begin submitting proposals.</td>
</tr>
<tr>
<td>Fourth Thursday of June</td>
<td>Proposal originating department or CSB</td>
<td>Deadline for submitting Primary Proposals</td>
</tr>
<tr>
<td>First business day in August</td>
<td>Affected Departments</td>
<td>Review the proposal and respond to it using the Affected Department Form,</td>
</tr>
<tr>
<td>Friday before Faculty Plan Days, 4:00</td>
<td>Dean of the College</td>
<td>The academic Deans will complete the Dean’s Form of their college’s</td>
</tr>
<tr>
<td>Second Friday of classes for the fall</td>
<td>UGCC</td>
<td>Curriculum Forms.</td>
</tr>
<tr>
<td>semester</td>
<td>Subcommittees</td>
<td>Review each item of the curriculum proposal and meet with the department to discuss packet. Calculate the constraints for proposals that add a program or change the number of credit hours in a program. Ensure that the forms and attachments are complete for the full UGCC review.</td>
</tr>
<tr>
<td>Two weeks after department’s proposal</td>
<td>Proposal Originators</td>
<td>Incorporate any required changes into the forms and attachments.</td>
</tr>
<tr>
<td>One week before the first reading of a</td>
<td>Subcommittees</td>
<td>Complete the Committee Endorsement Form.</td>
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<tr>
<td>department’s proposals</td>
<td></td>
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</tr>
<tr>
<td>First Business Day in November</td>
<td>Proposal originating department or CSB</td>
<td>Deadline for all Administrative and Secondary proposals</td>
</tr>
<tr>
<td></td>
<td>UGCC Chair</td>
<td>Prepare report for the November or December meetings of Faculty Senate and GAC.</td>
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C. Undergraduate Curricular Constraints (Section VI of the UGCC Proposal Form)

1. Associate degree programs
   • The General Studies component for all associate degrees will be 15 credit hours.
   • Associate degree programs will have no more than 72 credit hours.
   • Associate degree programs will have no fewer than 62 credit hours.

2. Baccalaureate degree programs
   • The General Studies component for all baccalaureate degrees will be comprised of no fewer than 42 and no more than 46 credit hours.
   • Major degree programs will require no fewer than 30 credit hours not including foreign language courses required by B.A. degree programs.
   • Major degree programs will require no more than 66 credit hours.
     a. Courses included in a major degree program may be selected from different departments and from different program areas within departments, but only in so far as such course selection contributes to the integrity and completeness of the degree program.
     
     The number of credit hours required in courses from any single discipline will be no more than 54 credit hours.

     Any single discipline refers to courses with the same three-letter prefix, including crosslisted courses.

     b. Credit hours earned for the following courses will all count toward the maximum of 66 credit hours for major degree programs.

     Courses that are pre-requisites to any course required by a major degree program.

     Courses in minor degree programs when a minor is required by a major degree program, including credit earned for any course that is a prerequisite to any course required by a minor.

     Foreign language courses required by B.A. degree programs.

     c. Credit hours earned for any course used to satisfy a baccalaureate degree General Studies requirement will not count toward the 66 credit hour maximum.

     d. Major degree programs may exceed the 66 required credit hour maximum or the 54 single discipline prefix maximum only if a convincing case has been made for exceeding this limit. Exemptions will be based upon standards established by professional bodies such as an academic agency, a state certification authority, or a recognized professional association or group. However, baccalaureate degree programs will require no more than 124 credit hours.

     The B.A. degree will require 12 credit hours in a foreign language. Academic majors may require additional hours in a foreign language.

     B.S.E. programs will require no more than 27 credit hours in the professional education sequence.

     B.F.A. programs will require a minimum of 70 credits in courses related to the student’s intended area of specialization, including 12 to 18 credit hours in art history.

3. Minor degree programs
   a. Minor degree programs will require no fewer than 18 credit hours.

   b. Minor degree programs will require no more than 24 credit hours.
4. Curricular Constraint Compliance

a. All submitted curriculum proposal packets which increase the number of required credit hours existing major or minor programs must show that the increase is essential to the major or minor by including clear justification and documentation.

b. Any department submitting curriculum proposal packets must demonstrate compliance with constraints.

c. All non-General Studies courses that are prerequisites for required and elective courses in any type of degree program must be indicated on the major/minor form. These prerequisites will count toward the total credits in that degree program. This includes majors, minors and certificates.

Curriculum proposals not in compliance must request exemption from the stated curricular constraints.

Requests for exemptions must be accompanied by copies of accreditation requirements and/or other documents that provide clear justification for granting an exemption.