

*A2C2 Ad Hoc Committee Proposal December 2015-March 2016. Since 3/2016 this draft has been vetted by A2C2, PP&G, and Administration. Minor revisions were made in response to those groups and are included in this version.*

WSU Regulation 3-4  
Winona State University  
Policy for Changing the Curriculum

The purpose of this policy is to describe the approval process to be used to accomplish all curricular changes, while recognizing the responsibility and right of the faculty to propose such changes. Curricular changes include proposals for the growth, reduction, or discontinuation (banking), of an undergraduate or graduate program or course.

Curricular changes are overseen by the Academic Affairs and Curriculum Committee (A2C2) and the Graduate Council. A2C2 and the Graduate Council are standing committees of the Faculty Association (FA) Senate. A2C2 consists of faculty representing each academic department. Graduate Council consists of faculty representing each department with graduate programs. Two subcommittees of A2C2, the Course Program Proposal Subcommittee (CPPS) and the General Education Program Subcommittee (GEPS), review undergraduate proposals and make recommendations to A2C2; A2C2 brings approved recommendations to the FA Senate. The Graduate Council reviews and recommends graduate proposals to the FA Senate.

This policy applies to:

1. All changes to existing courses and programs requiring notification of, but not action by, A2C2 or the Graduate Council, including notification of a one-time course offering not intended for the General Education Program,
2. All new or revised courses requiring A2C2 or Graduate Council approval,
3. A. All courses submitted for inclusion in the Winona State University General Education Program (GEP) requiring GEPS and A2C2 approval. (See also the General Education Program website.)  
  
B. All courses submitted for inclusion in the University Studies Program requiring GEPS and A2C2 approval. The University Studies program will cease to exist after the academic year 2017-2018 (May 3, 2018).
4. New and revised undergraduate or graduate programs (majors, minors, options, and certificates, including credit hour increases or decreases) requiring A2C2 or Graduate Council approval.
5. Discontinuation (banking) of a program (major, minor, option, or certificate) or course. (See Regulation 3-19)

### **Process for Accomplishing Curricular Change**

#### **A. Responsibilities of the Department**

To ensure that proposals are drafted in keeping with Regulation 3-4, the originator and department chair should carefully review this regulation. Curriculum proposals and notifications originate with a department or one or more IFO faculty member(s) using the online curriculum management system. The submitting department(s) will evaluate each proposal and recommend approval or disapproval to the department chair(s).

Note: A proposal must be approved through the dean's step by 4:00 PM at least one week prior to the appropriate committee meeting at which the department wishes to have the proposal considered.

#### **B. Responsibilities of the Department Chair**

The department chair will review the proposal in the curriculum management system and approve or reject on behalf of the department. If approved the proposal will move on in the curriculum management system to the dean.

The department chair will arrange for a representative of the originating department to attend the CPPS, GEPS, or Graduate Council meeting at which the proposal will be considered. Other interested parties are also welcome to attend.

#### **C. Responsibilities of the Dean of the College**

After approval by the department, all proposals move on to the college dean for consideration of resources and inter- and intra-

program/college implications. The dean shall approve or reject the proposal using the curriculum management system within a reasonable length of time (normally two weeks). Failure of a dean to act on a proposal within a reasonable length of time will be addressed by the A2C2 chair or Graduate Council chair through a meet & confer process.

#### **D. Responsibilities of the Academic Affairs and Curriculum Committee (A2C2)**

A2C2 will make available proposal forms that are consistent with the regulations for all curriculum changes. Each type of proposal will include directions regarding specific content required for that particular proposal. Proposals are reviewed by the appropriate A2C2 subcommittee: the Course Program Proposal Subcommittee (CPPS) or the General Education Program Subcommittee (GEPS).

Proposals to be reviewed by CPPS include: New Courses, Revised Courses, New Programs, and Revised Programs. Proposals to be reviewed by GEPS include: General Education Program Courses, General Education Program Retroactive Notifications, General Education Program Course Non-Renewals, and General Education Program Course Renewals. It is important to note that before a course can be submitted to the GEPS, it must have gone through the CPPS approval process and be designated an approved course.

A2C2 considers new proposals and revisions according to the following:

1. A notification or proposal approved by the originator, department chair, and dean moves on in the curriculum management system to the appropriate next step – CPPS, GEPS, or A2C2.
2. The chair of the CPPS or GEPS will create the agenda listing the proposals to be considered at their next meeting. Approximately one week prior to the subcommittee meeting, the chairpersons will notify all interested parties of the time, place and agenda of the meeting, including:
  - a. A2C2 members
  - b. CPPS or GEPS members, and Director of GEP
  - c. Chairpersons of departments that submitted proposals
  - d. IFO Faculty Association President
  - e. College Deans
  - f. Vice President for Academic Affairs
  - g. Registrar's Office
  - h. University Institutional Planning Assessment & Research
3. Each department shall send a knowledgeable representative to the CPPS or GEPS meeting when their submitted proposal will be considered. If no representative is in attendance, the proposal will not be considered at that meeting. It is not necessary to have a representative at GEPS meetings for renewal proposals unless the GEPS chair makes a specific request.
4. Any department or other University unit that objects to a curriculum proposal must present a written statement of its position (with copies for each subcommittee member) at the CPPS or GEPS meeting and may send a representative to the meeting to explain the objection. If conflicts between university units are not resolved to the subcommittee's satisfaction, consideration of the proposal will be postponed until a resolution is reached.
5. Curriculum proposals will be evaluated using the criteria listed on the proposal forms, and a recommendation for approval or disapproval will be made to A2C2 by CPPS or GEPS.
6. If a proposal involves both a new program and new courses, CPPS will act on the new courses and then on the new program.
7. A2C2 will vote to approve or disapprove each recommended proposal.
8. The A2C2 chair will forward the approved proposals as A2C2 recommendations to the IFO Faculty Senate.

#### **E. Responsibilities of the Graduate Council and the Dean of the School of Graduate Studies**

All proposals involving notification and new or revised courses or degree or certificate programs for graduate credit only and all proposals that designate a lower-level course as eligible for graduate credit are acted on by the Graduate Council. A2C2 does not make recommendations on these proposals.

A proposal for a curriculum change which includes any double-numbered course (e.g., 400/500) that qualifies for both undergraduate and graduate credit must be submitted both to A2C2 and to the Graduate Council for their evaluation and recommendation.

Graduate Council considers new proposals and revisions according to the following:

1. A graduate level notification or proposal approved by the originator, department chair, and dean moves on in the curriculum management system to the Graduate Council
2. The chair of the Graduate Council will create the agenda listing the proposals to be considered at their next meeting. Approximately one week prior to the Graduate Council meeting, the chairperson will notify all interested parties of the time, place and agenda of the meeting, including:
  - a. Each department's Graduate Council representative
  - b. Chairpersons of departments that submitted proposals
  - c. IFO Faculty Association President
  - d. College Deans
  - e. Dean of the School of Graduate Studies
  - f. Vice President for Academic Affairs
  - g. Registrar's Office
  - h. University Institutional Planning Assessment & Research
3. Each department shall send a knowledgeable representative to the Graduate Council meeting when their submitted proposal will be considered.
4. Any department or other University unit that objects to a curriculum proposal must present a written statement of its position (with copies for each Graduate Council member) at the Graduate Council meeting and may send a representative to the meeting to explain the objection. If conflicts between university units are not resolved to the Graduate Council's satisfaction, consideration of the proposal will be postponed until a resolution is reached.
5. Curriculum proposals will be evaluated using the criteria listed on the proposal forms, and a recommendation for approval or disapproval will be made to the Graduate Council.
6. The Graduate Council will approve or disapprove each proposal.
7. If a proposal involves both a new program and new courses, the Graduate Council will act on the new courses and then on the new program.
8. The Dean of the School of Graduate Studies will approve or disapprove each proposal.
9. The Graduate Council chair will forward the approved proposals as Graduate Council recommendations to the FA Senate.

#### **F. Responsibilities of the WSU Faculty Association Senate**

After receiving the proposal and recommendation from A2C2 or Graduate Council, the WSU FA Senate will approve or disapprove the proposal. The proposal, together with the A2C2 or Graduate Council recommendation and the Faculty Senate recommendation will then be forwarded to the Vice President of Academic Affairs.

#### **G. Responsibilities of the Vice President of Academic Affairs**

The Vice President for Academic Affairs shall recommend approval or disapproval of the proposal within a reasonable length of time, normally within two weeks.

If the Vice President's decision departs from the FA Senate, A2C2, or Graduate Council recommendation, the Vice President shall communicate in writing to the President of FA Senate, A2C2 chair, Graduate Council chair and the originator of the proposal the reasons for the departure within fifteen (15) contract days.

#### **H. All Course and Program Proposals are subject to MinnState Policies on Curriculum**

The effective date for new or revised program changes is typically the fall semester after which the proposal is approved. The effective date for new or revised course changes is typically the semester after which the proposal is approved.

### **Types of Curricular Proposals**

#### **A. Notifications**

Notifications do not require action by A2C2 or Graduate Council.

The proposal is considered to be a course notification if the curricular change is any of the following:

- Change in catalog description
- Change in course number within level, e.g. 310 to 350
- Change in course title
- Change in delivery method
- Change in grading option
- Increase in hours or credits in an independent study course
- Change in prerequisites
- Reduction in course number
- One-time course offering not intended for the General Education Program
- Permanent Deletion or Banking of a Course

The proposal is considered to be a program notification if the curricular change is for any of the following:

- Change in catalog description
- Change in electives
- Change in no more than two required courses within an existing major, minor, option, or certificate, per year
- Change in program requirements including minimum GPA, minimum course grades, and/or minimum number of courses that must be taken in residence
- Notification of Permanent Deletion or Banking of a Program

Note: If proposed changes increase or decrease total credits, or affect other departments or the General Education Program, submit a New Program or Revised Program proposal.

Notifications require only approval of the department and college dean. The notification will be presented at the A2C2 or Graduate Council meeting as part of the agenda under Notifications.

## **B. Undergraduate Course and Program Proposals**

If the proposed curricular change is not considered a notification, and is for an undergraduate course or program, it will require review by CPPS prior to going to A2C2. If it is a course to be included in the General Education Program, it must be submitted to GEPS after it has been approved by CPPS and A2C2.

The following types of proposal forms are available in the online curriculum management system:

- CPPS New Course
- CPPS New Program
- CPPS Revised Course
- CPPS Revised Program

## **C. General Education Course Proposals**

If a proposed course is intended for inclusion in the General Education Program and is a new course, it must be submitted to CPPS for approval as a new course before submission to GEPS as a General Education Program course.

The following types of GEP proposal forms are available in the online curriculum management system:

- GEP Course
- GEP Course Nonrenewal Notification
- GEP Course Renewal
- GEP Course Retroactive Notification

## **D. Graduate Course and Degree or Certificate Program Proposals**

If a proposal is for a graduate level course, program, or certificate it will go to the Graduate Council. The following types of proposal forms are available in the online curriculum management system:

- Graduate New Course
- Graduate New Program
- Graduate Revised Course
- Graduate Revised Program

Note: See the Curriculog Manual for information regarding the online curriculum management system. Curriculog Fast Facts are also available on the A2C2 website.