



Winona State University

Policy for Changing the Curriculum

The purpose of this policy is to describe the process to be used to accomplish 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 a major, minor, option or concentration, new courses, or changes in existing courses. The policy applies to:

1. Changes to existing courses requiring **notification** of, but not action by, the Academic Affairs and Curriculum Committee (A2C2) and/or Graduate Council,
2. All **new or revised courses** requiring A2C2 and/or Graduate Council approval,
3. All **courses which departments wish to submit for inclusion in the University Studies Program** requiring University Studies Subcommittee and A2C2 approval (See also the University Studies Program and Policies document and the University Studies Course Approval Form),
4. **New and revised programs** (majors, minors, options, certificates, and concentrations, including credit hour increases or decreases) requiring A2C2 and/or Graduate Council approval,
5. **Discontinuation (banking) of a Program** (major, minor, option, or concentration) **or Course**. (See WSU Regulation 3-19.)

Process for Accomplishing Curricular Change

A. Responsibilities of the Department

Curriculum proposals and notifications originate with a department or with one or more faculty members. To ensure that proposals are drafted in keeping with this Regulation 3-4, the appropriate department's A2C2 representative will complete and sign the **Checklist for Curricular Change Proposals**. The submitting department(s) will evaluate each proposal and recommend approval or disapproval. The proposal or notification is then sent to the college dean for consideration and recommendation. The dean returns the proposal with a recommendation to the department chair. All curriculum proposals must be submitted on the approved WSU curriculum proposal forms or notification form. Copies are attached.

B. Responsibilities of the Dean of the College

After approval by the department, all proposals are sent to the college dean for consideration and recommendation. The dean returns the proposal with a recommendation to the department chair.

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C. Responsibilities of the Department Chair

The chair will forward the original forms and eleven (11) copies plus an electronic copy for posting for curricular changes and one (1) copy of notifications that involve **undergraduate** credit to A2C2 and ten (10) copies for those that involve **graduate** credit to the Graduate Council, following the procedures as outlined on the appropriate forms. For proposals involving both undergraduate and graduate credit twenty-one (21) copies are submitted. The electronic copy of University Studies proposals will be sent to the IFO secretary for posting.

A representative of the originating department must attend the meeting at which the proposal will be considered. Other interested parties are also invited to attend.

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

A2C2 considers new proposals and revisions according to the following procedure and steps:

1. Upon receiving the original forms and the appropriate number of copies from the department, the A2C2 chair puts the proposal on the agenda of the A2C2 Course and Program Proposal Subcommittee or the University Studies Subcommittee meeting. Notifications will be put on the agenda of the next A2C2 meeting and will be read by the chair.
2. One week before the Course and Program Proposal Subcommittee meeting the A2C2 chair distributes copies of the proposal to A2C2 and Course and Program Proposal Subcommittee members and notifies the following of the time and place of the A2C2 Course and Program Proposal Subcommittee meeting at which the proposal will be considered:
 - a. each department's A2C2 representative,
 - b. Course and Program Proposal Subcommittee members,
 - c. concerned department chairs,
 - d. the IFO Faculty Association President,
 - e. the President of MSUAASF,
 - f. the President of Student Senate,
 - g. the Graduate Council, if appropriate,
 - h. the College Deans, and
 - i. the Provost/Vice President for Academic Affairs.

One week before the University Studies Subcommittee (USS) meeting the University Studies director distributes copies of the proposal to the USS members and notifies the campus community of the time and place of the USS meeting and identifies proposal being considered.

3. The department initiating the curriculum proposal must send a representative who is knowledgeable of the proposal to this meeting. If no representative from the originating department is present, the proposal will be tabled.
4. All university units, faculty, students, MnSCU, are invited to send representatives to the A2C2 Course and Program Proposal Subcommittee meetings.

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5. Any department or other University unit that objects to the curriculum proposal must present a written statement of their position (with copies for each subcommittee member) at the A2C2 Course and Program Proposal Subcommittee 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, the proposal will be postponed until resolved.
6. Curriculum proposals will be evaluated using the criteria as listed in this regulation and on the proposal forms, and a recommendation for approval or disapproval will be made.
7. If the proposal contains both a new program and new courses, the program and courses will be submitted simultaneously. Upon receiving a recommendation from the subcommittee, A2C2 will formally act first on the new program and then on the new courses.
8. The A2C2 Course and Program Proposal Subcommittee will bring the proposal and the recommendation to the next A2C2 meeting.
9. A2C2 will vote approval or disapproval of the proposal.
10. The A2C2 chair will forward the proposal together with the A2C2 recommendation to the IFO Faculty Senate.

Note: A2C2 does not act on proposals involving courses or programs for graduate credit only or on proposals to designate a lower-level course as being eligible for graduate credit.

E. Responsibilities of the Graduate Council

All proposals involving notification and new or revised courses or 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 or receive copies of these proposals.

A proposal for a curriculum change which includes any **double-numbered** course which qualifies for both undergraduate and graduate credit must be submitted **both** to A2C2 and to the Graduate Council for their evaluation and recommendation.

F. Responsibilities of the WSU Faculty Association Senate

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

G. Responsibilities of the Provost/Vice President of Academic Affairs and the President

The Provost/Vice President for Academic Affairs shall recommend approval or disapproval of the proposal to the President within a reasonable length of time.

The President shall make the decision approving or disapproving of the proposal.

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The Provost/Vice President for Academic Affairs shall communicate the President's decision to all appropriate University units within fifteen (15) contract days of the date of the decision. The decision shall be printed in the appropriate University publication.

The effective date for curricular changes is normally the semester after which the proposal is approved.

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

H. All Course and Program Proposals are subject to MnSCU Policies on Curriculum.

Types of Curricular Proposals

A. Notifications.

The following types of curricular proposals are considered to be notifications. These proposals require notification of, but not action by, A2C2 and/or Graduate Council. Submit on form entitled **Notifications**.

The proposal is considered to be a Notification if the curricular change is for an individual course and the change proposed is one of the following:

- Change in course title,
- Change in catalog description only,
- Change in prerequisites,
- Change in grading option,
- Reduction in course number,
- Change in course number within level, e.g. 310 to 350, or
- Increase in hours or credits in an independent study course.

A proposal for such a curricular change requires approval of only the department and college dean. The notification will be presented in writing at the next A2C2 and/or graduate Council meeting as part of the agenda under Notifications. The notification is sent to A2C2 if the course is an undergraduate course and to the Graduate Council if the course is a graduate course.

A department, with its dean's approval, may change up to two required courses within an existing major, minor, option, concentration, etc., per year without seeking approval of A2C2 or the Graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, option, concentration, etc., and (2) the change does not affect other departments or the University Studies Program. Such a change is also considered to be a notification and is submitted on the form **Notifications**. However, if such a change affects other departments or the University Studies Program, then the proposal will be considered a new or revised course or program proposal.

The department will supply A2C2 or the Graduate Council with the original form and one

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copy at least seven (7) contract days before the meeting at which the department wishes the notification to be presented.

B. Proposals for New Courses.

Use form ***Proposal for New Courses***. Supply all information according to the directions found on the form. Include a ***Financial and Staffing Data Sheet*** and an ***Approval Form***. The department will supply A2C2 and/or Graduate Council with the original forms and the appropriate number of copies of the forms at least seven (7) contract days before the A2C2 meeting or Graduate Council meeting at which the department wishes the proposal to be considered.

C. Proposals for Revised Courses.

If the proposed curricular change requires A2C2 and/or graduate Council approval, i.e., not considered a notification, use form ***Proposal for Revised Courses***. Follow directions given on the form and include an ***Approval Form***. The department will supply A2C2 and/or Graduate Council with the original forms and the appropriate number of copies of the forms at least seven (7) contract days before the A2C2 meeting or Graduate Council meeting at which the department wishes the proposal to be considered.

D. Proposals for Courses for Inclusion in the University Studies Program including flagged courses.

Use form ***Proposal for University Studies Courses***. Follow directions given on the form and include a ***University Studies Course Approval Form***. The department will supply A2C2 with the original forms and ten (10) copies of the forms at least seven (7) contract days before the University Studies Subcommittee meeting at which the department wishes the proposal to be considered. If the proposed course is a new course, it must be submitted for approval as a new course (see above) before submission as a University Studies course.

E. Proposals for Revised Programs.

Use form ***Proposal for Revised Programs***. Supply all information requested on the form and include a ***Financial and Staffing Data Sheet*** and an ***Approval Form***. The department will supply A2C2 and/or Graduate Council with the original forms and the appropriate number of copies of the forms at least seven (7) contract days before the A2C2 meeting or Graduate Council meeting at which the department wishes the proposal to be considered.

F. Proposals for New Programs.

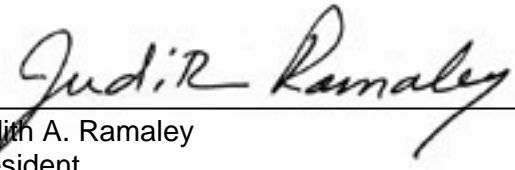
Proposals for new programs will be submitted as required by MnSCU regulations.

G. Proposals for Discontinuation (Banking) of a Program or Course.

See WSU Regulation 3-19. Supply all information requested on the form. The department will supply A2C2 with the original form and one copy at least seven (7) contract days before the A2C2 meeting at which the department wishes the proposal to be presented.

AUTHENTICATED BY:

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Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Authoritative References:

MnSCU Policy 3.36, Academic Programs
MnSCU Procedure 3.36.1, Academic Programs
President

Initial Date of Adoption:

Date of Revisions:

LIST OF ATTACHMENTS

Required Checklist for All Curricular Proposals

Notifications

Proposals for New Courses - Directions for the Department and Proposal for New Courses

Proposal for Revised Courses

Proposal for University Studies Courses- Directions for the Department and Proposal for University Studies Courses

University Studies Approval Form

Proposal for Revised Programs and New Programs

Financial and Staffing Data Sheet

New and Revised Course and Program Approval Form

Regulation 3-4 Change Approval Form