

WSU Regulation 3-4
 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. A. All **courses submitted for inclusion in the Winona State University General Education Program (GEP)** requiring General Education Program Subcommittee (GEPS) and A2C2 approval (See also the General Education Program and Policies document and the GEP Course Approval Form).
 B. All **courses submitted for inclusion in the University Studies Program** requiring GEPS and A2C2 approval (See also the University Studies Program and Policies document and the University Studies Course Approval Form). **The University Studies program will cease to exist after the academic year 2017-2018 (Spring 2018).**
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 review and sign all proposals certifying to the best of his or her knowledge that said proposal meets the applicable regulations. 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. A copy of proposal is also forwarded to A2C2. All curriculum proposals must be submitted on the approved WSU curriculum proposal forms or notification form.

B. Responsibilities of the Dean of the College

After approval by the department, all proposals are sent to the college dean for consideration of resources and inter- and intra-program/college implications. The dean shall return the proposal with a recommendation within two weeks to the department chair.

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 should be submitted. The electronic copy of University Studies proposals will be sent to the A2C2 Chair 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 will make available to departments and faculty forms for each type of proposal that are consistent with the regulations for reviewing curriculum proposals and that provide all parties, faculty, administration (in particular the Registrar's Office), and MNSCU, with the required information to review and implement each type of proposal and in compliance with MNSCU and WSU regulations. Each form will provide specific directions on content required for that particular proposal and the format that the content shall take for presentation to A2C2.

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

1. Upon receiving the electronic copies, including the signature page, from the department, the A2C2 chair puts the proposal on the agenda of the A2C2 Course and Program Proposal Subcommittee or the GEPS 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 Vice President for Academic Affairs.

One week before the General Education Program Subcommittee meeting, the General Education Program director distributes electronic copies of the proposal to the GEPS members, notifies the campus community of the time and place of the GEPS meeting, and identifies proposals being considered.

3. The department initiating the curriculum proposal must send a representative who is knowledgeable about 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.
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. The A2C2 Course and Program Proposal Subcommittee will bring the proposal and the recommendation to the next A2C2 meeting.
8. A2C2 will vote approval or disapproval of the proposal.
9. 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 Vice President of Academic Affairs.

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

The 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.

The 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 Vice President's recommendation and/or the President's decision departs from the A2C2 or Graduate Council recommendation, the 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 any 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,
- Change in delivery method.

A proposal for such a curricular change requires only approval of the department and a notification to the 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, after notifying its dean, 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 General Education Program 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 General Education Program 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 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 A New Course*. Supply all information according to the directions found on the form. Include a *Financial and Staffing Data Sheet* and a *New and Revised Course and Program 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.

Use form *Proposal for A Revised Course*. Follow directions given on the form and include a *New and Revised Course and Program 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 General Education Program or the University Studies Program.

1. Use form *Proposal for General Education Courses*. Follow directions given on the form and include a *General Education Program Course Approval Form*. The department will supply A2C2 with the electronic copy(ies) of the forms at least seven (7) contract days before the General Education Program 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 General Education Program course.

2. 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 electronic copy(ies) of the forms at least seven (7) contract days before the General Education Program 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 New Programs.

Use form *Proposal for A New Program*. Supply all information requested on the form and include a *Financial and Staffing Data Sheet* and a *New and Revised Course and Program 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 Revised Programs.

Use form *Proposal for A Revised Program*. Follow directions given on the form and include a *Financial and Staffing Data Sheet* and a *New and Revised Course and Program 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.

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.