

CURRICULUM PROPOSAL SYSTEM & PROCEDURES

Summit College
Effective Fall 2009

THE CURRICULUM PROPOSAL DATABASE AND INSTRUCTIONS CAN BE ACCESSED AT:

[HTTP://WWW3.UAKRON.EDU/PROVOST/PROPOSAL/INDEX.HTML](http://www3.uakron.edu/provost/proposal/index.html)

For Spring 2010 Implementation:

- Proposals seeking spring implementation must be submitted the end of the fourth week of fall semester but **not later than September 18th**.
- Proposals must be entered into the web-based curriculum database (CPD) at (<http://www3.uakron.edu/provost/proposal/index.html>)
- Proposals for new programs; a program name change; extensive changes to existing programs, certificates, minors; or department name changes, etc., which require additional approvals may take additional time.
- A curriculum proposal entered into the CPD by the department must first receive department approval before it will be considered by the college curriculum review committee;
- Notify the dean's office once the proposal has been approved by the department. It will be placed on the agenda of the next regularly scheduled college curriculum review committee meeting. (Note: timely submission does not guarantee approval or, if approved, Spring 2010 implementation.)
- Only proposals with the status 'approved for university-wide review' by **December 1, 2009**, can be guaranteed review in time for inclusion in the Fall 2010 General Bulletin. To meet this deadline, a curriculum proposal must receive college approval by the October 13th college faculty meeting.

For Fall 2010 Implementation:

- For Fall 2010 implementation, all curriculum proposals must receive college approval not later than the February college faculty meeting. (Note: proposals receiving objections may take longer.)
- All curriculum proposals must be submitted/entered via the University's web-based Curricular Proposal Database (CPD) – check with department chair for authorized individuals. (<http://www3.uakron.edu/provost/proposal/index.html>.)
- A "course" is defined as any college offered curriculum regardless of mode of delivery (e.g., web-based, synchronous, or distance, etc.).

- Proposals for new programs/degrees, program changes or to restructure an existing program, and for course changes only -- traditional or distributed learning proposals (including changes in mode of delivery) -- can be submitted through **December 11, 2009**, into the University CPS. For traditional mode of delivery curriculum, all changes require college approval prior to release for “*Approved for University Review.*” These include:
 - addition of courses
 - deletion of courses
 - changes in course or program names
 - changes in course or program numbers
 - changes in course descriptions
 - changes in course prerequisites
 - addition of new degrees, minors, or certificate programs
 - changes in degrees, minors, or certificate programs
 - proposals that would change any college-wide requirements
- Proposals for new degrees require preliminary OBR approval. See the dean’s office for requisite forms and additional information (this does not apply to options, certificates, or minors, which only require University and Board of Trustee approval). Once preliminary OBR approval has been received, the proposal is then to be entered into the CPS database for review and approval (get SC# from S. Ryan).
- While all faculty may access the CPS system to view curriculum proposals and to file objections thereto at: <http://www3.uakron.edu/provost/proposal/index.html>, only designated faculty and/or department staff may enter/edit curriculum changes (see department chair for department policy). Please note: **The last date for Summit College curriculum proposals to be entered into the 2009 database is December 11, 2009.**
- For curriculum changes to appear in the undergraduate general bulletin, they must be designated “College Status: Approved” by the end of the tenth (10th) week of fall semester (October 30), and have been submitted for “Approved for University Review” by the end of the twelfth (12th) week of fall semester (November 13). Note: The review process is suspended when classes are not in session. Proposals are not reviewed during summer sessions.

To initiate a curriculum proposal:

1. Review your department guidelines.
2. Contact the dean’s office (see Sally Ryan) for a proposal number assigned (e.g. SC-10-##).
3. Once entered into the CPS, it will be listed as “*Under Development.*” Only a designated department individual can edit it. **It is the responsibility of the proposer to communicate directly with all departments whose programs may/will be affected by the proposal.**

4. The department of origination reviews and **approves/rejects the proposal** prior to it being submitted to the college CRC for review. Note: A proposal not approved at the department level can be appealed to the CRC.
5. Proposals must be received by the college curriculum review committee (CRC) one calendar week prior to being brought before the committee for review. CRC reviews and approves/rejects each proposal recommending changes if necessary. All proposals, or appeals of proposals, must be approved by a majority of the CRC present prior to being submitted to college faculty. It is important for the faculty initiating the proposal, as well as the designated department representative, to attend the meeting of CRC to address questions or concerns. CRC recommended changes must be made on-line by the proposer prior to the dean's office releasing the proposal for college-wide review. The CRC representative from the originating department is responsible for overseeing each proposal returned to the department for review and revision. The chair of the CRC committee (M. Jalbert through S. Ryan) is to be notified when the proposal has been corrected. All content changes must be reviewed and approved by the college CRC prior to submission to the college faculty.
6. If approved by the college CRC, the proposal's status is changed by the dean's office to "Available for College Review." It is then placed on the agenda of the next regular college faculty meeting for review and approval. Approval requires a simple majority of the faculty present at the faculty meeting. To guarantee review in a timely fashion for publication and implementation by fall semester, this proposal must be available on the University's web-server one calendar week prior to the college faculty meeting.
7. When approved by college faculty, the proposal is designated on the CPS by the dean's office as "College Status: Approved" and available for institutional review and approval.
8. Once all requisite institutional approvals are obtained (a two-week period), the proposal shall be designated by the dean's office as "*Approved for University Review.*"
9. The proposal shall then be available on the CPS site for an additional period of two (2) calendar weeks for University review. For changes to appear in the undergraduate bulletin of the following academic year, they must have been submitted for "Approved for University Review" by the end of the twelfth (12th) week of Fall semester (the review process is suspended when classes are not in session and proposals shall not be reviewed during the summer sessions).
10. All objections to proposals available for University review must be timely (within two calendar weeks of release) and shall be done within the web environment. The University's Curriculum Review Committee shall determine the appropriateness of any objection. Objections are considered appropriate if they raise issues of duplication of content; appropriateness of the initiating unit; questions of academic quality (only appropriate if initiated within the originating academic unit); and it is demonstrated that the proposal adversely affects another program.

11. If no objections, the proposal is forwarded to the Executive Committee (EC) of Faculty Senate for approval at the next scheduled meeting. If approved by EC, the proposal shall be immediately forwarded to the senior vice president and provost. If EC rejects the proposal, it shall be brought before the Faculty Senate at the next scheduled meeting.
12. The EC informs Faculty Senate of all approved proposals at the next scheduled meeting.
13. Appropriate objections are referred to the University Curriculum Review Committee (see University Rules §3359-20-052).
14. The senior vice president and provost or his/her designee shall approve or reject the proposals within one (1) calendar week of receipt. The senior vice president and provost shall forward approved proposals requiring Board of Trustees approval to the Board of Trustees for consideration at its next meeting. If the senior vice president and provost does not approve the proposal, the reasons for the rejection shall be conveyed to the originating unit and to Faculty Senate.
15. When the Board of Trustees or its designee has approved a proposal (the provost is the Board's designee when Board approval is not required), the proposal receives Final Approval and becomes record and shall be implemented on its effective date.

TO INITIATE A, WEB-BASED, WWW ONLINE OR DISTANCE LEARNING COURSE (NEW RULES AWAITING BOT APPROVAL):

- A **TRADITIONAL 100% FACE-TO-FACE COURSE** MAY ALSO BE WEB-SUPPORTED AND DOES NOT REQUIRED DLRC APPROVAL;
- A **WEB-ENHANCED COURSE**, DEFINED AS 70% OR MORE FACE-TO-FACE DOES NOT GO THROUGH CURRICULUM REVIEW PROCESS, BUT MUST BE CODED IN PEOPLE SOFT;
- A **WEB-BASED COURSE** IS 69% OR LESS FACE-TO-FACE MUST GO THROUGH CURRICULUM REVIEW;
- A **WWW COURSE** IS 0% FACE-TO-FACE AND MUST GO THROUGH CURRICULUM REVIEW;
- A **DISTANCE LEARNING (DL) COURSE** IS ONE IN WHICH 30% OR MORE OF THE COURSE IS OFFERED IN A DL CLASSROOM MUST GO THROUGH CURRICULUM REVIEW.

BOT rule 3359-20-05.2 (effective Jan 30, 2006) for curriculum process for existing courses to be offered either as web-based, online (www), or in a distance learning classroom:

- a. *The departmental unit shall approve, in concept, the change of delivery.*
- b. *The dean of the college shall approve the change in delivery.*
- c. *For tracking purposes, the college designee shall enter the course into the curriculum proposal system as a mode of delivery change, only.*

- d. *A complete course proposal form with representative examples of all delivery mechanisms submitted to the distance learning review committee ("DLRC"), a sub-committee of the curriculum review committee ("CRC") which will evaluate the following:*
- (i) Does the university have the technology to support the course?*
 - (ii) Does the university have the electronic resources available to support the course?*
 - (iii) Does the university have the trained staff to support the course?*
 - (iv) Does the university have the trained faculty to support the course?*
 - (v) Is the interface standardized?*
- (e) If approved by "DLRC", the course is forwarded to the senior vice president and provost for approval.*

COLLEGE PROCESS:

- Any existing SC course to be offered via distance education or distributed learning (DL) shall receive prior approval through the curriculum review process and comply with all standard practices, procedures, and criteria that have been established for traditional in-the-classroom courses. Issues of class size should be based on pedagogical considerations, and on the goals and mission of the college/department as determined by the faculty, department chair and approved by the dean;
- Department faculty shall have the right of first refusal in the development of courses for electronic delivery;
- Faculty who initially develop or extensively revise a course as defined in Article 20, Section of the of AAUP/UA contract shall be compensated in an amount agreed upon in advance among the faculty, department chair and dean. Compensation shall be either in load reduction or cash payment;
- Compensation for teaching distance education courses shall be four (4) load hours for a three (3) credit hour course. Courses of fewer or more credit hours will be compensated proportionately;
- Under Article 16, Sec 18 of the AAUP/UA contract, courses offered via DL but without any substantive changes must be initiated via the curriculum process (does not require college approval);
- Additional load credit (negotiated in advance with faculty, chair and dean) is available for training and getting used to the DL environment. This applies to any faculty teaching a DL class the first time.

**CALENDAR OF SUMMIT COLLEGE FACULTY,
UNIVERSITY SENATE,
AND BOARD OF TRUSTEES MEETINGS**

DATE	UNIT SCHEDULED MEETINGS
September 3, 2009	Faculty Senate
September 8, 2009	Summit College Faculty
September 9, 2009	Board of Trustees
October 1, 2009	Faculty Senate
October 7, 2009	Board of Trustees
October 13, 2009	Summit College Faculty
November 5, 2009	Faculty Senate
November 10, 2009	Summit College Faculty
December 3, 2009	Faculty Senate
December 16, 2009	Board of Trustees
January 20, 2010	Board of Trustees
February 4, 2010	Faculty Senate
March 4, 2010	Faculty Senate
March 24, 2010	Board of Trustees
April 1, 2010	Faculty Senate
April 28, 2010	Board of Trustees
May 6, 2010	Faculty Senate
June 16, 2010	Board of Trustees