Unit Curriculum Committee Tips – Program Proposals (New & Substantial Changes)

Faculty Senate Curricular Resources – Documents Posted on Faculty Senate Website:**

- Cover Sheet for Proposals for New Academic, Research or Service Endeavors – must accompany proposals for new programs

- Guidelines for Proposals for New Academic, Research, or Service Endeavors – required format for new program proposals

- Guidelines for Proposals to Substantially Revise an Academic, Scholarly, or Service Endeavor – required format for significant changes to existing programs

- Policy Clarification: Substantial Revisions to Existing Academic, Scholarly, and Service Endeavors: Approval Process and Definition: Process for substantial change to curriculum – describes what counts as a “substantial change” and the approval process

- Guidelines for Proposals to Terminate an Academic, Scholarly, or Service Endeavor – required format for termination requests

- Guidelines for Proposals for Academic Minors – required format for new minor proposals; describes the standards for minors (e.g. number of credit hours)

- Guidelines for Proposals for Undergraduate Certificate Programs – required format for new undergraduate certificate proposals; describes the standards for undergraduate certificates (e.g. requirement for integrative learning component, number of credit hours)

- Standards for Certificates of Graduate Study – standards and application process for Certificates of Graduate Study; proposals should follow the format for New Academic, Research, or Service Endeavors

- Process for Academic Department & Program Name Change – approval process for name changes

- Procedure for Course Mediation Process – arbitration process for course action disputes

- 2016-2017 Timeline for Policy & Proposal Review Process – an important document for faculty planning to submit new program proposals

- Transmittal Routing Process – a “map” of the approval path for new programs (and other Faculty Senate items)

**All documents listed above are available here: http://www.uvm.edu/faculty_senate/curricular_resources
New Program Proposals

• All sections in the proposal guidelines must be addressed
• An abstract that will be circulated to the faculty is required (see proposal guidelines)
• New courses that will be part of the proposed program should be submitted in Course Leaf; contact the CAC Chair if a new course prefix is required
• Letters of support from any potentially affected Units/Departments/Programs must accompany the proposal
• Proposals must be sent from the Dean’s office to the Provost’s office for submission
• Approval process prior to submission:
  - Department
  - Unit Curriculum Committee
  - Dean’s office (following vote by Unit faculty)
• Timing notes:
  - the timeline outlined in the Timeline for Policy & Proposal Review Process is a “best-case scenario;” be aware that delays can occur for various reasons
  - abstracts must be circulated to the faculty and Deans for comment a minimum of 30 days prior to discussion by the CAC
  - it takes time for the proposal to be cataloged and given a tracking number by the Provost’s office before it reaches the Faculty Senate office
  - CAC review subcommittees often have questions for proposers; quick responses by proposers can help prevent delays in the approval process
  - to be included in the next year’s Catalog, programs must be approved by the Board of Trustees at the February meeting
  - proposals approved by the Board of Trustees at the May meeting may be included in the Catalog addendum; the Unit’s Dean’s office should communicate with the Registrar’s office to ensure it happens
• Other logistical stuff
  - proposers do not attend the CAC meetings where their proposals are discussed
  - the proposers (or an appropriate representative) SHOULD attend the Faculty Senate meeting where their proposal is brought to the floor for a vote
  - if changes are made to a proposal in discussions with the CAC review subcommittee, the proposal should be revised and an updated version sent to the chair of the CAC subcommittee

Proposals to Substantially Change an Existing Program

• The Policy Clarification: Substantial Revisions to Existing Academic, Scholarly, and Service Endeavors: Approval Process and Definition document posted under Curricular resources on the Faculty Senate website provides examples and guidelines for determining if curricular changes should be reviewed by the CAC
• Address all sections in the proposal format guidelines; if a section does not apply, just put “Not Applicable”
• New concentration proposals may be in the form of a memo that addresses all relevant components of the Guidelines for Proposals to Substantially Revise an Academic, Scholarly, or Service Endeavor
• Proposals should be sent from the Dean’s office to the CAC Chair
• Approval process prior to submission:
  - Department
  - Unit Curriculum Committee
  - Dean’s office (following vote by Unit faculty)
• Depending on the nature of the changes, proposals may or may not require review by a CAC subcommittee
• Changes may be publicized AFTER they are approved by the CAC
Common Issues

• Special Topics courses CANNOT be a required course for any program
  
  Note – Special Topics courses can be listed as options for fulfilling program requirements. However, students must be able to complete the program without taking a Special Topics course. If it is not possible to complete the program requirements without taking a Special Topics course, then the Special Topics Course(s) are, by default, required.

• Minors and undergraduate certificates must meet the credit hour requirements (see standards documents)
  - minors: 15 to 20 credit hours, at least nine at the 100-level or above; does NOT need to include 200-level courses; no more than three prerequisites (9 to 12 credits) that are not part of the minor
  - undergraduate certificates: ≥12 credit hours, at least six at the 100-level or higher, plus a significant credit-bearing integrative learning component

• Signed letters of support from all necessary parties must be submitted with the proposal
  - unit curriculum committees, department chairs, and deans of all departments that offer courses for the program
  - department chairs and deans of all potentially affected departments/units
  - Graduate College Executive Committee and Graduate College Dean (graduate programs only)

• Don’t hesitate to contact the CAC Chair if you or faculty in your unit have questions!
  
  http://www.uvm.edu/faculty_senate/curricular_affairs_committee
Unit Curriculum Committee Tips – New Courses & Course Changes

• Pre-Requisites
  - zero-level courses should NOT have pre-requisites (exceptions include degree restrictions and course sequence requirements)
  - 100-level courses require at least one pre-requisite course at the zero-level or above; 200-level courses require at least one pre-requisite course at the 100-level or above

• Special Topics Courses
  - must be submitted for a permanent number after three offerings
  - it is the Unit/Program’s responsibility to ensure that courses offered more than three times go through a full review process to be assigned permanent numbers

• Cross-Listed Courses
  - CourseLeaf forms for all cross-listings must be submitted simultaneously
  - attach memos of support from all departments

• Overlapping Courses
  - faculty proposing new courses and unit curriculum committees are responsible for checking for courses with potentially overlapping content
  - go to the Course Directory (http://www.uvm.edu/academics/courses/) to search by key word and course prefix
  - communicate with faculty/departments that offer courses with potential overlap (include e-mails/memos as attachments to the CourseLeaf form)
  - describe/explain how the new course is unique compared to existing courses with potential overlap

• Graduate credit for 200-level courses
  - course must be approved by the graduate college for graduate credit (once the course has received unit-level approval in CourseLeaf, it will be routed to the Graduate College for approval)
  - graduate students are expected to complete additional course work to receive graduate credit
  - if the syllabus provides a grading scale, it should indicate that graduate students will not receive credit if they earn a D in the course

• Checking Approved Courses
  - go here: https://catalog-next.uvm.edu/courseleaf/approve (CourseLeaf page > “Approve a Course Change Form”)
  - in the “Your role:” drop-down menu, choose Public Comment