

Flow of Proposals

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Undergraduate Curriculum Forum

Flow of Proposals

New Courses, Revised Courses and Revised Programs

- The following procedures are designed for all new courses, revised courses and revised programs.
- Proposals for course revisions are expected to receive careful review by their departments, and all subsequent reviews by SCC, NMC, and UCF are expected to be routine and expedient. Proposals for new courses and program revisions require a second level of careful review, and this review shall normally be conducted by an SCC. Subsequent review by the NMC and the UCF are expected to be routine and expedient.

I. Departments generate proposals using the proper form. Forms can be obtained from the UCF web site <http://www.southernct.edu/committees/ucf/Forms/forms.htm> or UCF office. A thorough review is conducted at the department level. Upon successful review, one copy of the proposal is sent to UCF office for tracking purposes and 12 copies are sent directly to the appropriate School Curriculum Committee. At the option of the department, NMC's counsel may be sought during the developments of any proposal.

II. UCF Steering Committee

- A. Proposals submitted to the UCF Steering Committee shall be posted electronically to the University Community. These notices will contain the name of the course and course number, as well as status of proposal.
- B. Copies of proposals are available upon request.

III. School Curriculum Committee (SCC)

- A. Upon receipt and review, the SCC shall take one of the following four actions on each proposal:
 1. Pass the proposal as is.
 2. Pass with minor (e.g. syntax) changes. These changes can be made by the committee, with the consent of the department.
 3. Return with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, the contact person may meet with the SCC. If the committee is persuaded, the proposal is approved and moves

on. If the SCC stands by its evaluation, the department may choose to make the suggested changes or appeal to the NMC. If the decision is appealed, the SCC must be informed by the contact person and has the option of sending a representative to the meeting where the appeal is being adjudicated. The NMC either accepts or rejects the appeal. After a rejection, the department may appeal to the UCF main body, make the necessary changes or withdraw the proposal. If the appeal is accepted, the NMC then considers and votes on the proposal. (Note: Accepting an appeal is not the same as accepting a proposal.) Results follow the same procedure outlined. If the UCF accepts the appeal, it is sent back to NMC for consideration.

4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
 5. To save on paper, the SCC is encouraged to send all copies of approved proposals forward to the NMC. All changes requested should be noted on a separate piece of paper.
- B. Each of these actions stops the clock with regard to the pocket approval for the SCC.
- C. If no action has been taken in four academic weeks, then the proposal is considered pocket approved. The contact person notifies the UCF Chair and provides 12 new copies.

IV. Notifications Management Committee (NMC)

- A. Once it receives a proposal from the SCC, the NMC shall take one of the following four actions:
1. Pass the proposal as is.
 2. Pass with minor (e.g. syntax) changes. These changes can be made by the committee, with the consent of the department.
 3. Return to the departmental contact person with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, the contact person may meet with the committee that raised the concerns. If the committee is persuaded, the proposal is approved and moves on. If the committee stands by its evaluation, the department may choose to make the suggested changes or appeal to the UCF main body. The UCF main body either accepts or rejects the appeal. If the appeal is accepted, the course is approved. If the appeal is rejected, the department may either modify the proposal according to NMC's recommendations or withdraw the proposal.
 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
- B. Each of these actions stops the clock with regard to the pocket-approval for the NMC.
- C. If no action has been taken in four academic weeks, then the proposal is considered pocket approved.

V. Undergraduate Curriculum Forum (UCF)

- A. Recommendations from the NMC shall be considered as actions of the UCF unless they are challenged at the UCF meeting.
- B. Upon challenge, the proposal is put before the UCF for thorough review. The UCF shall take one of the following four actions:
 - 1. Approve the proposal and recommend acceptance to the President of the University or his/her designee.
 - 2. Propose modifications of the proposal.
 - a) If the modifications are acceptable to the department, the UCF approves the proposal and recommends acceptance to the President of the University or his/her designee.
 - b) If, after discussions between the UCF and the department, the department deems the modifications unacceptable, the UCF may reject the proposal.
 - 3. Return the proposal to the department at the department's request.
 - 4. Reject the proposal.

New Programs

- The following procedures are designed for all new-program proposals.
- Proposals for new programs require a second and a third level of careful review, and these reviews shall normally be conducted by an SCC and the UCF.
- Note that according to the UCF Constitution, the pocket-approval is not a part of the new-program proposal process.

I. Departments generate proposals using the proper form. Forms can be obtained from the UCF web site <http://www.southernct.edu/committees/ucf/Forms/forms.htm> or the UCF office. A thorough review is conducted at the department level. Upon successful review, one copy of the proposal is sent to UCF office for tracking purposes and 12 copies are sent directly to the appropriate School Curriculum Committee. At the discretion of the department(s), the NPIC's counsel may be sought during the development of the proposal.

II. UCF Steering Committee

- A. Proposals submitted to the UCF Steering Committee shall be posted electronically to the University Community. These notices will contain the name of the program and the sponsoring departments, as well as status of proposal.
- B. Copies of proposals are available upon request.

III. School Curriculum Committee (SCC)

- A. Once it receives a new program, the SCC shall take one of the following four actions:
 1. Pass the proposal as is.
 2. Pass with minor (e.g. syntax) changes. These changes can be made by the committee, with the consent of the department.
 3. Return with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, the contact person may meet with the SCC. If the committee is persuaded, the proposal is approved and moves on. If the SCC stands by its evaluation, the department may choose to make the suggested changes or appeal to the NPIC. If the decision is appealed, the SCC must be informed by the contact person and has the option of sending a representative to the meeting where the appeal is being adjudicated. The NPIC either accepts or rejects the appeal. After a rejection, the department may appeal to the UCF main body, make the necessary changes or withdraw the proposal. If the appeal is accepted, the committee then considers and votes on the proposal. (Note: Accepting an appeal is not the same as accepting a proposal.) Results follow the same procedure outlined.

4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
5. To save on paper, the SCC is encouraged to send all copies of approved proposals forward to the NMC. All changes requested should be noted on a separate piece of paper.

IV. New Programs and Innovations Committee (NPIC)

- A. Upon receipt and review, the NPIC reviews the proposal and shall take one of the following four actions:
 1. Pass the proposal as is.
 2. Pass with minor (e.g. syntax) changes. These changes would be made by the committee, with the consent of the department.
 3. Return with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, he or she may meet with the NPIC. If the committee is persuaded, the proposal is approved and moves on. If the NPIC stands by its evaluation, the department may choose to make the suggested changes or appeal to the UCF main body. The UCF main body either accepts or rejects the appeal. After a rejection, the department may make the necessary changes or withdraw the proposal. If the appeal is accepted, the UCF main body then considers and votes on the proposal. (Note: Accepting an appeal is not the same as accepting a proposal.)
 4. Proposal is rejected outright. Reasons for rejection must be provided.

V. Undergraduate Curriculum Forum (UCF)

- A. Upon a thorough review by the UCF, the UCF shall take one of the following actions:
 1. Approve the proposal for the new program and recommend acceptance to the President of the University or his/her designee.
 2. Propose modifications to the proposal.
 - a) If the modifications are acceptable to the department, the UCF approves the proposal and recommends acceptance to the President of the University or his/her designee.
 - b) If, after discussions between the UCF and the department, the department deems the modifications unacceptable, the UCF may reject the proposal.
 3. Return the proposal to the department at the department's request.
 4. Reject the proposal.

W-Courses

I. Departments generate proposals for W-courses using the proper form (obtained at <http://www.southernct.edu/committees/ucf/Forms/forms.htm>) or template. A thorough review is conducted at the department level. Upon successful review, one copy of the proposal is sent to the UCF office for tracking purposes and 12 copies are sent directly to the appropriate School Curriculum Committee. (Note: Any new courses wishing “W” designation must first follow the procedure for new course proposals outlined earlier.)

II. UCF Steering Committee

- A. Proposals submitted to the UCF Steering Committee shall be posted electronically to the University Community. These notices will contain the name of the course and course number, as well as status of proposal.
- B. Copies of proposals are available upon request.

III. Writing Across the Curriculum Committee (WACC)

- A. Upon receipt and review, the WACC shall take one of the following actions on each proposal:
 - 1. Pass the proposal as is.
 - 2. Pass with minor (e.g. syntax) changes. These changes can be made by the committee, with the consent of the department.
 - 3. Return with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, he or she may meet with the WACC. If the committee is persuaded, the proposal is approved and moves on. If the WACC stands by its evaluation, the department may choose to make the suggested changes or appeal to the UCF main body. The UCF main body either accepts or rejects the appeal. After a rejection, the department may make the necessary changes or withdraw the proposal. If the appeal is accepted, then the course is approved.
 - 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
 - 5. Each of these actions stops the clock with regard to the pocket-approval for the WACC.
 - 6. If no action has been taken in four academic weeks, then the proposal is considered pocket approved. The contact person notifies the UCF Chair and provides 12 new copies.

IV. Undergraduate Curriculum Forum (UCF)

- A. Recommendations from the WACC shall be considered as actions of the UCF unless they are challenged in the meeting.
- B. Upon challenge, the proposal is put before the UCF for a thorough review. The UCF shall take one of the following four actions:

1. Approve the proposal and recommend acceptance to the President of the University or his/her designee.
2. Propose modifications of the proposal.
 - a) If the modifications are acceptable to the department, the UCF approves the proposal and recommends acceptance to the President of the University or his/her designee.
 - b) If, after discussions between the UCF and the department, the department deems the modifications unacceptable, the UCF may reject the proposal.
3. Return the proposal to the department at the department's request.
4. Reject the proposal.

University Requirement Courses

- This section refers to proposals for new and revised courses that have the additional responsibility of fulfilling University requirements for students. It also includes courses that serve as prerequisites to courses that meet the All-University Requirements.
- The four-week pocket approval does not apply to University Requirement Courses.
- UWIC and the UCF will review proposals for AURs using the current criteria for content, structure, and principles of AUR courses.
- This section does not include changes to the principles or structure of the University requirements.

I. Departments generate proposals for new courses and course revisions using the proper form. A thorough review is conducted at the department level. Upon successful review, one copy of the proposal is sent to UCF office for tracking purposes and 12 copies are sent directly to the appropriate School Curriculum Committee. At the discretion of the department, UWIC's counsel may be sought during the development of the proposal. (Note: Any new or revised course that one wishes to be designated as an AUR course must first follow the procedure for new or revised courses.)

II. UCF Steering Committee

- A. Proposals submitted to the UCF Steering Committee shall be posted electronically to the University Community. These notices will contain the name of the course and course number, as well as status of proposal.
- B. Copies of proposals are available upon request.

III. School Curriculum Committee (SCC)

- A. Upon reviewing a proposal for a new or revised course, the SCC shall take one of the following four actions:
 1. Pass the proposal as is.
 2. Pass with minor (e.g. syntax) changes. These changes can be made by the committee, with the consent of the department
 3. Return with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, he or she may meet with the SCC. If the committee is persuaded, the proposal is approved and moves on. If the SCC stands by its evaluation, the department may choose to make the suggested changes or appeal to the UWIC. If the decision is appealed, the SCC must be informed by the contact person and has the option of sending a representative to the meeting where the appeal is being adjudicated. The UWIC either accepts or rejects the appeal. After a rejection, the

department may appeal to the UCF main body, make the necessary changes or withdraw the proposal. If the appeal is accepted, the committee then considers and votes on the proposal. (Note: Accepting an appeal is not the same as accepting a proposal.) Results follow the same procedure outlined.

4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
 5. To save on paper, the SCC is encouraged to send all copies of approved proposals forward to the NMC. All changes requested should be noted on a separate piece of paper.
- B. If no action has been taken by the SCC for two months, the department may petition the UCF Chair to initiate a Steering Committee review of the proposal's progress at the SCC level.

IV. University-Wide Impact Committee (UWIC)

- A. After review by the SCC, proposals for new and revised courses that seek to become or continue to be designated University requirement courses shall be directed by the UCF Steering committee to the UWIC.
- B. The UWIC shall take one of the following actions on each proposal:
1. Pass the proposal as is.
 2. Pass with minor (e.g. syntax) changes. These changes can be made by the committee, with the consent of the department.
 3. Return with substantive concerns which need to be addressed. For process purposes, this should be considered a rejection. If the department does not consider the objections to be valid, he or she may meet with the UWIC. If the committee is persuaded, the proposal is approved and moves on. If the UWIC stands by its evaluation, the department may choose to make the suggested changes or appeal to the UCF main body. The UCF main body either accepts or rejects the appeal. After a rejection, the department may appeal to the next level in the system, make the necessary changes or withdraw the proposal. If the appeal is accepted, the committee then considers and votes on the proposal. (Note: Accepting an appeal is not the same as accepting a proposal.)
 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
- C. If no action has been take by the UWIC for two months, the department may petition the UCF Chair to initiate a Steering Committee review of the proposal's progress at the UWIC level.

V. Undergraduate Curriculum Forum (UCF)

- A. Recommendations from the UWIC for courses seeking to continue to be designated University requirement courses shall be considered as actions of the UCF unless they are challenged in the UCF meeting.
- B. Upon challenge, the proposal is put before the UCF for thorough review. The UCF shall take one of the following four actions:
1. Approve the proposal and recommend acceptance to the President of the University or his/her designee.

2. Propose modifications of the proposal.
 - a) If the modifications are acceptable to the department, the UCF approves the proposal and recommends acceptance to the President of the University or his/her designee.
 - b) If, after discussions between the UCF and the department, the department deems the modifications unacceptable, the UCF may reject the proposal.
3. Return the proposal to the department at the department's request.
4. Reject the proposal.

Recommendations Coming from the UCF

All the recommendations from the UCF to the President of the University shall have the effect of a resolution from the Faculty Senate, which requires a response by the President to the UCF on the recommendation.

Role of the Deans in the Curriculum Governance Process

- A. The department may give the dean the opportunity to review the proposal at the development of the proposal.
- B. If, during the development of the proposal, the appropriate dean does not have an opportunity to review the proposal, the SCC shall submit a copy of the proposal to the appropriate dean.
- C. In either case, the dean may draft a written response to the proposal. This response shall be forwarded by the dean to the UCF and the SCC, and it shall be attached to the proposal.
- D. A negative response by the dean shall not stop a proposal from going forward through the curriculum process.
- E. Deans shall have the opportunity to speak at thorough review sessions occurring at any level.