

Flow of Proposals
Undergraduate Curriculum Forum

Southern Connecticut State University

Version 13

Approved by the UCF (5/20/2010)

Flow of Proposals

Contents

New Courses, Revised Courses and Revised Programs	1
New Programs	4
W-Courses	7
University Requirement Courses	9
Special Topics Courses	11
Recommendations Coming from the UCF	12
Role of the Deans in the Curriculum Governance Process	13

New Courses, Revised Courses and Revised Programs

- The following procedures are designed for all new courses, revised courses, revised programs and revised minor programs.
- Proposals for course revisions are expected to receive careful review by their Departments. All subsequent reviews by a School Curriculum Committee (SCC), the Notifications Management Committee (NMC) and the Undergraduate Curriculum Forum (UCF) are expected to be routine and expedient. Proposals for new courses and program revisions require a second level of careful review. 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 forms. Forms and directions may be obtained from the UCF website:

<http://www.southernct.edu/committees/ucf/Forms/forms.htm>.

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary and distribution to the SCC. The signature page only, properly executed, must be delivered to the UCF office. At the option of the Department, counsel may be sought from the NMC during the development of any proposal.

II. School Curriculum Committee (SCC)

A. Upon receipt and review of a proposal, the SCC shall take one of the following four actions. Each of these actions stops the clock with regard to pocket-approval¹ for the SCC.

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the evaluation to be valid.
 - a. The contact person may meet with the SCC. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the SCC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the NMC. The SCC and the Department have the option of sending a representative to the meeting at which the NMC considers and votes on the proposal.

¹ Pocket-approval refers to the process by which a proposal may be approved without committee approval. A proposal is pocket-approved if no action has been taken on the proposal for a period of four academic weeks. It then moves on to the next committee level.

- c. The NMC either approves or rejects the proposal. If the proposal is rejected, the Department may either modify it according to the NMC's recommendations or withdraw it.
 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
- B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The contact person notifies the UCF Chair.
- C. Upon approval of the proposal by the SCC, the proposal shall be forwarded electronically with any changes incorporated into the document to the UCF office to be logged by the UCF secretary and distributed to the NMC.

III. Notifications Management Committee (NMC)

- A. Upon receipt and review of a proposal, the NMC shall take one of the following four actions. Each of these actions stops and resets the clock with regard to the pocket-approval for the NMC.
 1. Approve the proposal as is.
 2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
 3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
 - a. The contact person may meet with the NMC. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the NMC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either approves or rejects the proposal.
 - c. If the proposal is rejected, the Department may either modify it according to the UCF's recommendations or withdraw it.
 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
- B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The contact person notifies the UCF Chair.

IV. 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. Approved proposals shall be recommended for acceptance to the President of the University or his/her designee.
- B. If challenged, 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 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.

New Major and Minor Programs

- The following procedures are designed for all new minor program proposals and new program proposals.
- Proposals for new minor programs require a second and third level of careful review. These reviews shall normally be conducted by an SCC and the New Programs and Innovations Committee (NPIC).
- Proposals for new major programs require a second, third and fourth level of careful review. These reviews shall normally be conducted by an SCC, the NPIC and the UCF. Following UCF approval new major programs only must be approved by external agencies. It is recommended that the proposer contact the chairperson of NPIC for consultation.
- Note that pocket-approval is not utilized in the new minor and new program proposal process.

I. Departments generate proposals using the proper form. Forms and directions may be obtained from the UCF website:

<http://www.southernct.edu/committees/ucf/Forms/forms.htm>.

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary and distribution to the SCC. The signature page only, properly executed, must be delivered to the UCF office. At the option of the Department, counsel may be sought from the NPIC during the development of any proposal.

II. School Curriculum Committee (SCC)

- A. Upon receipt and review of the proposal, the SCC shall take one of the following four actions.
1. Approve the proposal as is.
 2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
 3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
 - a. The contact person may meet with the SCC. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the SCC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the NPIC. The SCC has the option of sending a representative to the meeting at which the NPIC considers and votes on the proposal. The NPIC either approves or rejects the proposal.

- c. If the proposal is rejected, the Department may either modify it according to the NPIC's recommendations or withdraw it.
 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
- B. Upon approval of the proposal by the SCC, the proposal shall be forwarded electronically with any changes incorporated into the document to the UCF office to be logged by the UCF secretary and forwarded to the NPIC.

III. New Programs and Innovations Committee (NPIC)

- A. Upon receipt and review of the proposal, the NPIC shall take one of the following four actions:
1. Approve the proposal as is.
 2. Approve 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 that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
 - a. The contact person may meet with the NPIC. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the NPIC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either accepts or rejects the proposal.
 - c. If the proposal is rejected, the Department may either modify it according to the UCF's recommendations or withdraw it.
 4. Proposal is rejected outright. Reasons for rejection must be provided.
- B. Upon approval of the proposal by the NPIC, the proposal shall be forwarded electronically with any changes incorporated into the document to the UCF office to be logged by the UCF secretary and forwarded to the UCF.

IV. Undergraduate Curriculum Forum (UCF)

- A. Recommendations from the NPIC for minor program proposals shall be considered as actions of the UCF unless they are challenged at the UCF meeting.
1. Approved proposals shall be recommended for acceptance to the President of the University or his/her designee.
 2. If a proposal is challenged, the UCF shall take one of the four actions outlined in Section B below.
- B. Upon receipt and review of a new program proposal, 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 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-Sections (Writing Sections)

Note: Proposals for W-Sections may be submitted only for approved courses.

- The following procedures are designed for all new W-Sections
- Proposals for W-Sections require a second level of careful review. These reviews are conducted by the Writing across Curriculum Committee (WACC).

I. Faculty (Proposer) generate proposals for W-sections using the proper form. Forms and directions may be obtained from the UCF website:

<http://www.southernct.edu/committees/ucf/Forms/forms.htm>.

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary and distribution to the WACC. The signature page only, properly executed, must be delivered to the UCF office. At the option of the Department, counsel may be sought from the WACC during the development of any proposal.

II. Writing across the Curriculum Committee (WACC)

- A. Upon receipt and review, the WACC shall take one of the following four actions on each proposal. Each of these actions stops the clock with regard to pocket-approval for the WACC.
1. Approve the proposal as is.
 2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Proposer.
 3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
 - a. The contact person may meet with the WACC. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the WACC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either approves or rejects the proposal.
 - c. If the proposal is rejected, the Department may either modify it according to the UCF's recommendations or withdraw it.
 4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.
- B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The Proposer notifies the UCF Chair.

III. 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.
 2. Propose modifications to the proposal.
 - a) If the modifications are acceptable to the Proposer, the UCF approves the proposal.
 - b) If, after discussions between the UCF and the Proposer, the Department deems the modifications unacceptable, the UCF may reject the proposal.
 3. Return the proposal to the Proposer at the Proposer's request.
 4. Reject the proposal.

Liberal Education Program Tier 1 and Tier 2 Courses

Note: A previously-approved course may be submitted for approval as a Tier 1 or 2 Liberal Education Program (LEP) course. LEP proposals for courses that have not yet been approved may be submitted at the same time as the proposals for new or revised courses (see above for details on submitting proposals for new and revised courses); however, the LEP proposal will not be reviewed by the University Wide Impact Committee (UWIC) until the course has been approved by the NMC.

- The following procedures are designed for all new or revised LEP courses.
- Proposals for LEP courses require a second level of careful review. These reviews are conducted by the UWIC.
- The four-week pocket-approval does not apply to LEP courses.

I. Departments generate proposals using the proper forms. Forms and directions may be obtained from the UCF website:

<http://www.southernct.edu/committees/ucf/Forms/forms.htm>.

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary, distribution to the UWIC and notification to the LEP Director. The signature page only, properly executed, must be delivered to the UCF office. At the option of the Department, counsel may be sought from the UWIC during the development of any proposal.

II. University-Wide Impact Committee (UWIC)

A. Upon receipt and review, the UWIC shall take one of the following actions on each proposal

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
 - a. The contact person may meet with the UWIC. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the UWIC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either approves or rejects the proposal.
 - c. If the proposal is rejected, the Department may either modify it according to the UCF's recommendations or withdraw it.
4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.

- B. If no action has been taken 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 shall be considered as actions of the UCF unless they are challenged at the UCF meeting. Approved proposals shall be recommended for acceptance to the President of the University or his/her designee.
- 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.
 - 2. Propose modifications of the proposal.
 - a) If the modifications are acceptable to the Department, the UCF approves the proposal.
 - 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.

Special Topics Courses

I. Departments generate proposals for Special Topics (ST) courses using the proper form. Forms and directions may be obtained at: <http://www.southernct.edu/committees/ucf/Forms/forms.htm>). An expedient review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office. The signature page only, properly executed, must be delivered to the UCF office. At the option of the Department, NPIC counsel may be sought during the development of any proposal.

II. New Programs and Innovations Committee (NPIC)

Upon receipt and review, the NPIC shall log the courses and present these to UCF as part of its minutes. Recommendations from the NPIC shall be considered as actions of the UCF.

Recommendations Coming from the UCF

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

Role of the Deans in the Curriculum Governance Process

- I. The Department may give the Dean the opportunity to review the proposal when the proposal is developed.
- II. The SCC shall submit a copy of the proposal to the appropriate Dean.
- III. The Dean may draft a written response to the proposal. This response (attached to the proposal) shall be forwarded by the Dean to the UCF, the SCC, and the proposer.
- IV. A negative response by the Dean shall not stop a proposal from going forward through the curriculum process.
- V. Deans shall have the opportunity to speak at any thorough review sessions.