**September 4, 2015 Memo to UNI Faculty Senate**

Dear Senators,

Curriculum proposals for new majors (and their associated courses) are being handled before all other curriculum proposals in this year’s curriculum cycle. This year the UCC and the GCCC both met during the first week of classes (August 26th) to begin our curriculum reviews because new majors and degree programs need approvals from external bodies in addition to the Faculty Senate before they can move through the approval process to be considered for the 2016-17 curriculum cycle. Thus, we are on a very tight timeline with the new one-year curriculum cycle.

Specifically, new majors need approval by the ICCPHSE (Iowa Coordinating Council for Post-High School Education) and new degree programs (the Masters in Athletic Training, MATR and the Bachelor of Applied Sciences, BAS) need to be approved by the Higher Learning Commission (our accrediting body) as well.  These approvals must be in place before the October 21, 2015 meeting of the Council of Provosts to be considered for the 2016-17 catalog.

To meet these deadlines, these curriculum proposals would need be discussed at the September 14, 2015 UNI Faculty Senate meeting. For this reason we have requested that these proposals be moved to the head of the docket so that they may be discussed on that day.

To facilitate your review of these proposals before the September 14 Senate meeting, you are receiving the following documents:

1. Two documents summarizing these curriculum proposals: one for graduate curriculum and the other for undergraduate curriculum.
2. Minutes from the UCC (Undergraduate Curriculum Committee) meetings (8-26-15 and 9-2-15) and the GCCC (Graduate College Curriculum Committee) meeting (8-26-15) in which these curriculum proposals were discussed.

You will find the actual curriculum proposals yourselves in the Leapfrog program. See below for instructions on how to look at them.

Thank you for your patience with this unusual situation.

Sincerely,

Kavita Dhanwada, Barbara Cutter,

Chair, UCC Chair, GCCC

**How to look up these proposed programs and courses in the Leapfrog system**

To find programs go to: <https://nextcatalog.uni.edu/programadmin/>

For the AT-MATR, you can type in AT-MATR and that will bring you to the program any associated documents that were uploaded with it (i.e. justifications, consults, etc.)

An easy way to find all the programs you need to look at is to click on “workflow” then scroll down until you see “Faculty Senate”

To find courses go to: <https://nextcatalog.uni.edu/courseadmin/>

 For all athletic training courses you can type in \*AT

An easy way to find all the courses you need to look at is to click on “workflow” then scroll down until you see “Faculty Senate.”

More detailed instructions can be found at  <http://www.uni.edu/provost/sites/default/files/pdf-files/Lf-curr-entr-tuts/Navigation%20in%20Leepfrog%20Curriculum%20System.pdf>

Still having trouble? Give Barbara Cutter a call at 273-2748.