**Proposal to change Policy 2.04 Curricular Changes**

**(Proposed changes underlined and in red)**

**Purpose**

To establish processes to deal appropriately with curricular matters at departmental, college, university committee, and academic administration levels.

**Preamble:**

Because of the interdependence of parts of the curriculum, it is necessary that there be review and coordination at various levels. An effective curriculum, moreover, must have an internal consistency over a period of time; yet it must simultaneously be responsive to change. It is necessary, therefore, that there be both continuity and flexibility of curricular programs. To these ends, certain procedures have been established for effecting changes in the curriculum.

The decision-making power resides at various levels in those bodies responsible for the determination of policy and the allocation of resources. Usually, proposed curricular changes are initiated by the departments, but they may at times be initiated by the colleges or by the general faculty. Normally, the process of effecting curricular change moves from the level of the department to the college, to the university as a whole, and finally to the Iowa Board of Regents. New programs and new courses must have the approval of the appropriate bodies of both the university and the Board of Regents. Termination of programs requires the same approval process as creation of programs. Other curricular changes, including modification of established programs and new courses designed for established programs, must have the approval of the appropriate bodies within the university.

**Policy Statement:**

The curriculum of the University of Northern Iowa is a proper concern of the faculty, the administration, and the students. Although the faculty has primary responsibility for the curriculum, the responsibility is shared by the academic administrators who must implement the curriculum, and by the students for whom it is designed. Some curricular programs involve the individual instructional departments for the most part; others involve the departments and the colleges jointly; and still others involve the university as a whole.

**Procedures:**

To deal appropriately with curricular matters, departmental, college, and university committees have been created. Each committee has specific responsibilities, but no committee functions autonomously.

**Department**

The Department shall originate all curricular proposals within the appropriate jurisdiction of the department. Interdisciplinary programs and programs of broad scope may originate with other organs of the faculty with departmental consultation and concurrence as appropriate. The Department shall be responsible for course and program description and justification; course integrity; explanation of any duplication; impact statement, short- and long-term staff and financial implications; short and long-term inter-departmental implications.

**College**

The College receives and examines all proposals from above. The College shall be responsible for evaluating: a) course and program description and justification; b) course integrity; c) duplication; d) impact statement, short- and long-term related to staff and financial implications, and inter-departmental implications. The College shall hear appeals from faculty members and departments.

**University Curriculum Committee (UCC)**

The University Curriculum Committee shall have access to all curricular proposals on-line. The UCC shall study and approve or disapprove all undergraduate courses and programs, and act on 100-level courses ("g" may be added by Graduate Council to courses approved by UCC). The UCC shall consider only in extraordinary circumstances proposals which have not been processed through department and college curricular bodies. The UCC is responsible for evaluating University impact and duplication: The UCC shall distribute Minutes of its proceedings to the Graduate Council, advise the Graduate Council of course and program decisions which impact upon graduate courses and programs to a degree which is significantly different from past operations; seek to reconcile with the Graduate Council through whole bodies or designated representatives, those differences pertaining to impact concerns; and notify the University Faculty Senate when the UCC is unable to resolve impact concerns with the Graduate Council. The UCC will hear appeals from decisions made by colleges. The UCC shall forward to the University Faculty Senate all approved courses and programs.

**Graduate College Curriculum Committee (GCCC)**

The Graduate College Curriculum Committee shall have access to all curricular proposals on-line. The GCCC shall study and approve or disapprove all graduate courses and programs, and act on 200-level and 100g-level courses where UCC concurs with such addition. The GCCC shall consider only in extraordinary circumstances proposals which have not been processed through department and college curricular bodies. The GCCC is responsible for evaluating University impact and duplication. The GCCC shall distribute Minutes of its proceedings to the UCC; advise the UCC of course and program decisions which impact upon undergraduate courses and programs to a degree which is significantly different from past operations; seek to reconcile with UCC, through whole bodies or designated representatives, those differences pertaining to impact concerns; and notify the University Faculty Senate and Graduate Council when the GCCC is unable to resolve impact concerns with the UCC. The Council shall hear appeals from decisions made by colleges. The GCCC will provide summary reports of decisions to the Graduate Council. The Graduate Council will review and vote on these. The Graduate Council shall forward to the University Faculty Senate all approved courses and programs.

**University Faculty Senate**

The University Faculty Senate shall delegate to the UCC and the GCCC responsibility for final faculty approval of all curricular proposals except: a) departmental or college appeals subsequent to appeals at all appropriate subordinate levels; b) UCC or Graduate Council appeals; c) new degrees or programs which differ from existing degrees or programs to the extent that the University faculty should be consulted. The University Faculty Senate shall transmit all approved curricular proposals to the Office of the Executive Vice President and Provost. Following approval by the Executive Vice President and Provost, the proposals will be sent to the President for approval and transmittal to the Council of Provosts. The Executive Vice President and Provost and the President shall report their actions to the University Faculty Senate, providing a written rationale if they fail to approve the Senate’s proposals.

**Curricular Changes**

At all review levels, changes in curricular proposals can be made only with concurrence of the original recommending body.

**Restructuring of Academic Units**

**Expansions, dvisions and mergers of colleges, departments, schools and programs shall be reviewed by the University Faculty Senate for curricular implications.**

**Experimental/Temporary Courses**

Experimental/temporary courses can be offered under the x59 designation up to three times, after which the course must either be dropped or, to be offered again, must be approved as a new course. Since x59 courses are not a part of the established university curriculum and are not listed in the catalog, the decision to offer them, after approval by the department, is an administrative one between the appropriate department head(s) and college dean(s). Approval and scheduling of x59 courses should be reported in duplicate on Form 59 to the Chair of the University Curriculum Committee and to the Registrar.

**Effective Date**

Curricular changes become effective on May 1 following approval by the Board of Regents.