

BGSU Firelands Governance Document Procedure	Academic Committees	Curriculum Changes
Approved by:	Date Revised 2-20-07	FC 4021

PURPOSE

Defines procedures to study, review and recommend changes or innovations in courses, programs, curricula, college-wide grading policy, advising processes and procedures, articulation with main campus, and any other academic matters of concern to students and faculty of the College.

PROCEDURES

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| Initiator | 1. Prepares proposal in accordance with guidelines and forms available on the Provost's web pages and Academic Affairs Committee (AAC) policies of this governance document. Where a proposal affects a program, the old and new program checksheets, program guides and catalog copy must be labeled and submitted. |
| Department | 2. Reviews and approves curriculum proposals initiated at the department level in accordance with department policy and procedures |
| Librarian | 3. Reviews proposal for new course, new major, or new minor relative to library holdings. The librarian signs the form and may attach a letter of support or plan for acquisition of necessary resources. |
| Department Chair | 4. Forwards one original (with the signature page on blue paper) and 8 copies of the request and supporting materials to chair of the Academic Affairs Committee six weeks prior to the date of the last day of classes of the Spring semester. (By majority vote, the AAC may accept a request after this deadline.) |
| AAC Chair | 5. Accepts proposals, assigns and logs a processing number to each curriculum modification and distributes copies to committee members.

6. Notifies sponsor, Firelands department chairs, Associate Deans, and Dean of committee agenda. |
| Committee | 7. Reviews Curriculum Modification Request form and accompanying information in light of University requirements, coordination with other BGSU Firelands curriculum offerings, OBOR curriculum regulations, appropriate external accreditation guidelines, and general academic quality. (See curriculum guidelines document for details.)

8. Conducts first reading and review of the proposal. Discussion should elicit questions, concerns, and reservations of the committee members.

9. Returns issues and concerns to the sponsoring department for answers, clarification, or revision prior to committee vote on the proposed change.

10. Conducts second reading to gain clarification and resolve outstanding issues. When changes are not major but rather can be readily documented in the minutes without further clarification, the AAC may vote to waive second reading. Major changes are those that have an impact on another discipline, department, or the College which could |

affect enrollment or academic standards in an existing course or program.

11. Approves proposal with at least a majority positive vote of full membership of Academic Affairs Committee. Proposals that receive a tie vote of the committee will be discussed again and voted on at the next meeting of the committee. If the vote is a tie again, proposal shall be deemed to have failed to receive approval by Academic Affairs Committee. If a proposal received less than 50 percent endorsement of the full membership, it will be deemed defeated and the unsigned original returned to the Office of the Dean and a copy to the sponsor and related department chair.

12. Challenges to a proposal will be considered by the AAC only if accompanied by specific rationale or information. (If 20% of the faculty register objection to the proposal it must be brought before College Council.)

AAC Chair

13. Signs the form and forwards to Associate Dean for Academic and Student Affairs.

14. Retains ballots for three years.

Committee

15. Forwards recommendations to the Office of the Dean.

Associate Dean for
Academic and
Student Affairs

16. Circulates the proposal as appropriate.

17. Receives objections which are forwarded to the Office of the Dean within two weeks.

18. Provides recommendation to the Dean

Dean

19. Approves and sends documents to the Provost or back to Academic Affairs or College Council for further deliberation.

Associate Dean

20. Logs and files blue sheet in binder.

21. Files copy containing all routing signatures in the permanent records.