Motion to Establish a Policy on Course and Curriculum Approval

Motion by the Chair of the College of Design Curriculum Committee, Robert D. Sykes (Landscape Architecture) to the College of Design Faculty Assembly to adopt the following as a policy of the College of Design:

Policy on Approval of Course and Curriculum Proposals

It is the policy of the Faculty of the College of Design that all proposals for new courses, modification or termination of existing courses, and proposals for new curricula, modification or termination of existing curricula shall be approved by the Faculty Assembly prior to becoming effective, and shall conform to the regulations, processes and criteria defined as follows:

1. All proposals for new courses or changes to existing courses offered by units of College of Design shall be approved by majority vote of the College of Design Faculty Assembly before being offered to students for registration, except as follows:

   a. Proposals for graduate level courses offered at the 8000 level shall not require approval by vote of the Faculty Assembly before being forwarded to the Graduate School for review and approval. Copies of such course proposals shall be submitted to the College of Design Curriculum Committee for review and comment not later than the same time the proposals are initially submitted to the Graduate School.

   b. Proposals for housekeeping changes to existing courses may be approved by majority vote of the College of Design Curriculum Committee and offered to students for registration without bringing them before the Faculty Assembly for Action. Housekeeping changes shall be presented to the Faculty Assembly for information as soon as practicable after committee approval. Housekeeping changes shall be limited to:

      i. A change in credit number of not more than one credit, with supporting justification.
      ii. Changes in course numbers that conform to University standards for course numbering.
      iii. Changes in course title consistent with the course description.
      iv. Minor editorial changes in wording of course descriptions that do not substantially affect scope or subject matter.

   c. In emergency situations, course proposals may be approved for a one-time only offering by majority vote of the Curriculum Committee, or if the nature of the emergency does not permit a timely vote of the committee for such action, the approval of the Chair of the Curriculum Committee after
consultation with the Chair of the Faculty Assembly or Vice-Chair if the Assembly Chair is not available. Emergency approvals shall be followed by full consideration and approval according to the provisions of this policy before the course receiving the emergency approval are offered to students subsequent to the emergency offering. Use of this emergency provision is reserved to circumstances beyond the control of the offering department or school, as determined by the Chair of the Curriculum Committee in consultation with the Chair or Vice-Chair of the Faculty Assembly.

2. College approval of proposals for new courses of instruction and for the modification or termination of existing courses of instruction shall consider the following issues:

a. Course proposals submitted for approval must have one designated faculty member accountable for the course. For courses offered at the 5000 level, that faculty member must have approval of the Graduate School to teach graduate level courses.

b. Interdisciplinary instruction and learning.

c. Courses should not be redundant unless specifically justified.

d. The nature of the prerequisites.

e. The role of the course in the program curriculum.

f. Justification for the number of credits.

g. The course description, objectives, course outline, course assignments and evaluation (grading) procedures and standards, resource materials (e.g., text and readings) and any supplementary information. This information should be in conformance with University standards and regulations, including those for course syllabi.

h. The method by which students will evaluate the course and its instruction.

3. College approval of proposals for all new program curricula and for the modification or termination of any existing program curricula shall be conditioned upon such proposals meeting the Regents’ policies, University policies and College of Design policies governing programs and curricula. All such proposals shall be approved by a majority vote of the Faculty Assembly prior to effectiveness of such curricula. The Curriculum Committee shall review all such proposals for conformance to the policies described above, and make recommendations to the Faculty Assembly in a timely manner in the form of a motion regarding approval.

4. The College of Design Curriculum Committee shall review all course proposals
covered by this policy for conformance to the policy, and make recommendations to
the Faculty Assembly for action regarding each proposal, except as otherwise
provided herein. Recommendations shall be consistent with majority vote of the
Curriculum Committee and forwarded to the Faculty Assembly in a timely manner.
The recommendations shall be in the form of a motion, and may be to approve or
not approve.

5. The Curriculum Committee is authorized to adopt policies and regulations as
needed to facilitate its function as specifications of the College of Design
Constitution, Bylaws and established policies, including, but not limited to: A
calendar of deadlines and meeting dates, forms for submitting course and
curriculum proposals for review, and standards guiding the processing of proposals
for courses and curricula by the committee.

6. Meetings of the Curriculum Committee shall be called by the Chair of the
Committee, and follow an agenda published in advance of the meeting by the Chair.
The College of Design Bylaws regarding a quorum being silent, and therefore
subject to interpretation, as to application to the Curriculum Committee it is here
established that a quorum for meetings of the Curriculum Committee at which a
vote is taken is defined as 51% of its voting membership.

Approved by the College of Design Curriculum Committee: 25 November 2008