

COLLEGE OF DESIGN CURRICULUM COMMITTEE

ADOPTED BY UNANIMOUS VOTE AT THE 24 FEBRUARY 2009 COMMITTEE MEETING

AMENDED 30 APRIL 2009 BY UNANIMOUS VOTE OF THE COMMITTEE

Policy on Routine Maintenance and Housekeeping Decisions

The following housekeeping and maintenance decisions regarding course changes are delegated by the Curriculum Committee for approval as follows:

- 1) A change in method of grading or delivery format, with no change to course or program, may be approved by the Chair of the Curriculum Committee.
- 2) A change in prerequisite with no change to program may be approved by the Chair. Where the change is to eliminate or add, as a prerequisite, a course offered by another unit of the College, the Chair shall, before granting approval on behalf of the Committee, be satisfied that the unit offering the prerequisite course has been consulted and given an opportunity to comment and an effort made to resolve problems. The Chair may determine whether such a proposal should be brought before the Committee for further consideration and approval.
- 3) A change of the term in which a course is offered may be approved by the Registrar of the College of Design. Prior to the establishment of the Program and Curriculum Authorization System (PCAS), terms a course was offered was not reviewed by the College Curriculum Committee. These changes must now be submitted for approval prior to scheduling in ECS. Before approving such a change, the Registrar shall make a good faith effort to determine if the change of term would have an adverse effect on students in other degree programs of the College in terms of their ability to complete required courses in a timely way. If an adverse impact is determined to be possible, the Registrar shall notify the chairs of the affected programs. The Registrar may determine whether such a proposal should be brought before the Committee for further consideration and approval.
- 4) A change of catalog description, course title, course number, and correction of typographical and grammatical mistakes may be approved by the Registrar of the College of Design.
- 5) The Registrar of the College of Design may provide collegiate approval in ECAS as pre-approval of the course description change that will be needed to reflect the course's Council on Liberal Education (CLE) or Writing Intensive (WI) designation once it is given. Because determination of actual CLE or WI status is outside the authority of the College, the ECAS college approval given by the Registrar is conditioned upon the achievement of the actual designation from the CLE or the Writing Board.

All proposed changes are to be submitted to the committee's staff support, who will determine if the proposal can be acted upon by the Chair or the Registrar or must be held for the next Curriculum Committee meeting.

All approvals made under this delegation shall be reported, as information, in a timely fashion to the Curriculum Committee and to the academic unit heads of the College. Any of the above approvals by the Curriculum Committee Chair shall additionally be reported to the Registrar of the College of Design for implementation.