UCC Submission and Review Procedures

Summary

Explains the formal process of submitting curriculum changes to the UCC to for review, approval, and formal submission to the USG and BOR for review.

Purpose

To provide guidance to academic units and the UCC on the formal application and review process.

Policy

Procedural Guidelines Adopted by the UCC as of September 2013

I

Effective Dates of Approved Curriculum

In the normal cycle, curriculum proposals are considered in the fall and, assuming all necessary approvals, go into effect the following summer with the new catalog year.

To protect the coherence of the catalog year, proposals outside this cycle should include a strong justification for their timing, and only in the narrowest of circumstances should a proposal be approved that increases restrictions on students during the catalog year.

II

Action and Information Items

All proposals before the UCC are normally considered action items, except in extraordinary circumstances, such as prior UCC approval.

Course fee changes are not considered by the UCC.

III

Approval Path Leading to UCC Consideration

Normally, the UCC only considers proposals that have been approved by a department and college or by an appropriate academic unit on campus, such as the Library or IPC. New and substantive graduate program proposals (but not individual courses) should come to the UCC with a recommendation from the Graduate Council.

Existing courses that are converted to an online format do not need to be reconsidered by the UCC (Note: The SACS liaison needs to be notified of any courses that become part of a consortium).

IV

Proposal Guidelines and Format

Proposals to the UCC must be presented by a voting member (or designee) who represents an academic unit on campus. Course proposals must be entered in ICS, and

proposal documents posted in the appropriate p-drive folder. Distribution deadlines are listed on the UCC website. The presentation of proposals will follow a standard format, which the chair will make available to the committee. UCC members are encouraged to present logical connections in a single motion for approval. Examples:

- All of one department's items may be presented as a single motion
- Courses with a similar prerequisite change may be presented as a single motion.

All UCC members maintain the right to open discussion on any item under consideration.

V

New Program Proposal Documentation

New program proposals should be presented in the appropriate forms and formats provided on the BOR website. All new programs should include an Annual Program Review and Improvement Report with the first three columns filled out and a curriculum map matching courses and program objectives. These forms are available in the UCC P-drive folder. Additionally, proposals should include a statement of program impact as well as a financial/human resources impact statement. Resource implications will be considered at the Dean/Provost level. Any approval of a new program from the UCC does not include approval for additional financial or human resources.

VI

New Course Documentation

To be considered by the UCC, all new, modified and reactivated course proposals must include a sample syllabus (attached in ICS) that includes the following information:

1. Course title
2. Course description
3. Measurable student outcomes
4. Course requirements
5. Sample textbook or course materials, as appropriate
6. Evaluation (how student coursework adds up to a final grade)

A curriculum map for substantive changes is required. A current curriculum map for all other program changes should be maintained

VII

USG Board of Regents Schedule of Approvals/Notifications for items related to UCC

Academic Degrees and Majors			
Establish New Degree Programs	Board Approval	3.6.1	2.3.2

Establish Cooperative A.A.S. Degrees	Board Approval	3.6.1	2.15
Establish External Degree Programs	Board Approval	3.3.3	2.3.7
Establishment of Dual Degrees from Existing Board Approved Programs	Notification – Office of Academic Programs		2.3.9
Establishment of Joint Degrees from Existing Board Approved Programs	Notification – Office of Academic Programs		2.3.9
Degree Program Waivers (Waive the number of credit hours for a degree program)	Board Approval	3.8.1 and 3.8.2	2.3.5
Credit Hour Waiver for Associate of Arts, Associate of Science, and Associate of Applied Science Programs	System Office Approval Chief Academic Officer & Executive Vice Chancellor	3.3.6.1 and 3.3.6.2	2.3.5
Substantive Redirection/Change of a Major/Degree	Board Approval	3.6.1	2.3.2 and 2.3.4
Rename Majors	Administrative Approval		
Terminate Degree/Major	Board Approval	3.6.2	2.3.3
Temporarily Suspend/Discontinue a Major	Notification to the system office	3.6.2	2.3.3
Institutional Effectiveness Plan	Notification to the system office and submission of a plan for the system office file	2.9	

Comprehensive Program Review Plan	Administrative Approval – Academic Affairs	3.6.3	2.3.6
Program Modification	Board Approval	8.5.3 and 8.3.7.10	2.3.4
Minors and Certificates			
Add/Eliminate Tracks/Options/Concentrations/Emphases	Notification – Office of Academic Programs		
Establish Minors	Notification to the system office if a major in the discipline is already present; otherwise, Administrative Approval – Academic Affairs		2.3.1
Rename/Eliminate Minors	Notification – Office of Academic Programs		2.3.1
Establish Certificate Programs Less than 20 semester credit hours	Notification – Office of Academic Programs		2.3.8
Establish Certificate Programs 20 or more semester credit hours	Notification – Office of Academic Programs		2.3.8
Establish Certificate Programs Post-baccalaureate	Notification – Office of Academic Programs		2.3.8

Related USG Policy
3.3 Curriculum

Last Update
11-26-2013

Responsible Authority
1). Faculty Handbook Advisory Committee/Faculty Senate
2). Provost Office