



# COLLEGE OF ARTS AND SCIENCES

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## COLLEGE OF ARTS AND SCIENCES UNDERGRADUATE CURRICULAR APPROVAL PROCESS

### Introduction and Context

In Fall 2011, a streamlined undergraduate curricular approval process for the College of Arts and Sciences was adopted that preserves accountability while exhibiting greater trust in the faculty proposers. The emphasis in the process is on developing and forwarding proposals that are conceptually and technically sound in a timely and efficient manner. The curricular review process is viewed as assisting the units in producing the best curriculum possible, rather than providing impediments to change.

### Organizational Structure and Roles

**Associate Executive Dean for Curriculum and Instruction:** The Associate Executive Dean for Curriculum and Instruction assists the Chair of ASCC, serves as the liaison to OAA and other campus offices, and provides a single contact person in ASC for all undergraduate and graduate curricular matters.

**Divisional Curriculum Liaisons:** Each divisional dean appoints a divisional curriculum liaison to organize the curricular approval process for programs within their division. The curriculum liaison is usually an associate or assistant dean. The curriculum liaison works with the program's faculty to bring forward the best possible proposals and coordinates the activities of the divisional curricular panels (see below). The curriculum liaison conducts expeditious reviews of proposals and moves them on to the next approval level in a timely fashion. The divisional dean, working through the divisional curriculum liaison, has primary approval authority after proposals leave their originating units. The Associate Executive Dean for Curriculum and Instruction regularly convenes the divisional curriculum liaisons to discuss curricular developments.

**Arts and Sciences Curriculum Committee (ASCC):** The Arts and Sciences Curriculum Committee has responsibility for approving undergraduate majors and minors, changes to courses in the General Education program, and the ASC Honors Program for Arts and Sciences students. ASCC also has authority over all other curricular issues referred to it by its panels (see below). The curriculum committee is made up of 18 voting members: 9 ASC faculty who are representative of the divisional disciplines and drawn from the Arts and Sciences Faculty Senate; 2 faculty members from the College Honors Committee; 5 faculty members appointed by the Executive Dean; and 2 ASC students. In addition, the Associate Executive Dean for Curriculum and Instruction serves as a non-voting, *ex officio* member of the committee. The Executive Dean appoints one of the committee members as chair of ASCC.

**ASCC Panels:** Responsibilities for course approvals for general education and honors usage, and assessment of General Education courses are delegated to 5 small panels. The 3 Divisional Curricular Panels (the Arts and Humanities Panel, the Natural and Mathematical Sciences Panel, and the Social and Behavioral Sciences Panel) each consist of 3 faculty members of the full ASCC (2 drawn from the ASC Faculty Senate and 1 appointed by the executive dean in consultation with the divisional deans), 1 faculty member from a

professional school, and the divisional curriculum liaison (who serves as a non-voting, *ex officio* member of the panel). The General Education Course Assessment Panel consists of 4 faculty members of the full ASCC (3 drawn from the ASC Faculty Senate, one per division, and 1 appointed by the Executive Dean), 1 faculty member from a professional school, and the Assistant Executive Dean of Advising and Academic Services (who serves as a non-voting, *ex officio* member of the panel). The Honors Panel consists of 2 faculty members of the full ASCC (and drawn from the ASC Honors Committee), 1 faculty member appointed by the Executive Dean, 1 faculty member from a professional school, and the Assistant Dean or college staff member who works with the Arts and Sciences honors program (who serves as a non-voting, *ex officio* member of the panel). If additional ad hoc committees are needed to address special curricular matters, they are appointed by the executive dean and will be formed using ASCC members and/or other members of the faculty.

**Concurrence:** It is the responsibility of the curriculum liaisons, along with their counterparts outside Arts and Sciences, to ensure that issues of concurrence are resolved as early as possible. Proposals for Courses (see below) are sent to the full Arts and Sciences Curriculum Committee (ASCC) as informational items. In the event that one or more members of the ASCC wish to comment or provide input on the proposals, a two-week period for comments is available. Comments are collected by the chair of ASCC and forwarded to the Associate Executive Dean for Curriculum and Instruction, who consults with the Executive Dean for the College of Arts and Sciences on concurrence issues that are raised.

**Administrative Support:** The Arts and Sciences Curriculum and Assessment Services Office provides staff support for the curricular process. They assist in organizing and maintaining records of all meetings and transactions, they upload proposals to a curriculum archive within Arts and Sciences, and they work with the Associate Executive Dean for Curriculum and Instruction to handle final technical checking of proposals prior to their leaving Arts and Sciences. They also assist the divisional curriculum liaisons as needed in program and GE course assessment reporting. Although not a member of the ASCC, the Assistant Executive Dean for Advising and Academic Services or his/her designee will attend ASCC meetings to assist the committee.

## **The Approval Process by Type of Proposal at the Arts and Sciences Level**

**Undergraduate Major and Minor Proposals:** Proposals (including Honors Programs) are reviewed by the appropriate curriculum liaisons and panels who then make recommendations to the ASCC, which meet to review proposals, and thus serves as the final approval step for the College of Arts and Sciences. Approved proposals are then submitted to the Council on Academic Affairs (CAA).

**Non-GE and Non-Honors Undergraduate Courses:** These proposals go from programs through the divisional liaisons to the divisional panels for discussion, to the ASCC for a two week comment period, then to the Office of Academic Affairs (OAA).

**GE and Honors Undergraduate Courses:** These proposals move from the curriculum liaisons to the relevant panel of the ASCC for review of their suitability for inclusion in the General Education or Honors program, then to the ASCC for a two-week comment period, and then move to OAA.

