

PROCEDURAL GUIDELINES FOR THE CURRICULUM REVIEW COUNCIL

Purpose and Membership

The Curriculum Review Council exists primarily to serve the President in an advisory capacity on curricula matters and standards. It reviews all proposals received relative to course offerings, curricula, and related topics and forwards them to the President with recommendations for his approval. The council also undertakes assignment of any study of curriculum-related matters considered necessary by the President and/or the Chief Academic Officer.

The membership of the Curriculum Review Council consists of the following individuals: eight faculty members, to include representatives from each of the colleges, appointed by Deans; a faculty representative selected by the Faculty Senate; President of the Student Government Association; the Chief Academic Officer; the Executive Director of the Fort Polk Center; the University Registrar, who chairs the Council; and the Director of University Libraries. A member of the Council who is unable to attend a meeting may assign his or her proxy to a full-time faculty member from the same unit he or she is representing on the Council.

General Procedures

Proposals relating to course offerings, curricula, and similar matters may originate with any full-time faculty member of an academic department. A dated copy of each proposal is to be submitted to the department head or director, who then distributes copies to the academic units curriculum committee, composed of faculty representing various disciplines within the academic unit. Distribution of proposals should be made so as to provide ample time for thoughtful evaluation prior to the meetings at which they will be considered.

The actions proposed by faculty within one academic unit may have unforeseen effects in other units. These effects should be anticipated to the greatest degree possible, and the advice and counsel of the affected

parties should be sought and given due consideration. In general, faculty and academic unit administrators are encouraged to discuss proposals with representatives of other units whenever the proposals affect or involve courses or requirements in the other units.

The department head or director then forwards a proposal initiated within a department and approved by its curriculum committee to the academic dean for approval. Proposals meeting the dean's approval are then submitted to the Office of the University Registrar, who coordinates and presents proposals to the Curriculum Review Council. Proposals affecting undergraduate or graduate teacher education course offerings or programs are also to be submitted to the Teacher Education Council (TEC); those affecting graduate courses or programs are also to be submitted to the Graduate Council. The chairs of the Teacher Education Council and Graduate Council then notify the University Registrar's Office of action taken with respect to the proposals.

On occasion, a department head or director, as the academic leader of his or her unit, may feel it necessary to propose to the council a curricular change that was not approved by the unit's curriculum committee. In such instances, the proposal should be approved by the academic dean, and include such notation and justification for further review by the Curriculum Review Council.

Meeting Dates and Timelines

The Curriculum Review Council typically meets at 3:30 p.m. on the second Tuesday of the following months: August, September, October, November, January, and February. Special meetings or telephone polls may be conducted due to extenuating circumstance only when authorized by the Chief Academic Officer. **To be included on the agenda for a Council meeting, a finalized proposal along with all required forms and justification MUST be on file in the University Registrar's Office TWO WEEKS prior to the meeting date.** If all required forms and written justification for proposals are not submitted by the established due date, the proposal will not be placed on the agenda for that month. Proposals must be submitted by this due date in order to provide time for distribution of the proposals and for Council members to evaluate them prior to the meeting.

Format of Proposals

Proposals submitted to the Council generally relate to one of the following: adding a new course; changing the description of an existing course; deleting an existing course; initiating a new degree program or concentration; revising an existing curriculum; deleting an existing curriculum; or modifying a catalog narrative pertaining to a specific department.

Proposals are prepared using forms designed for this purpose. All proposals must be supported by written justification. Proposals to add, change, or delete courses (including changing the title or hour value) must also be accompanied by a completed Course Inventory Maintenance Form that has been signed by the Director of Institutional Research.

CHANGES THAT CAN BE DONE AT ANY TIME DURING THE ACADEMIC CALENDAR YEAR:

1. Adding new courses to the catalog.
2. Adding new courses to the schedule.
3. Adding a new curriculum.
4. Adding a new department for courses.
5. Adding a new college for courses.

CHANGES THAT MUST BE DONE IN THE NEXT ACADEMIC CALENDAR YEAR ONCE EARLY REGISTRATION BEGINS:

1. Changing existing departments.
2. Changing existing colleges.
3. Changing existing majors, concentration, and minors.
4. Renumbering existing courses.
5. Changing existing course subjects (for example: prefix SPS to SAHE, PE to HP, OR to UNIV, etc.).

Instructions for preparing the most common proposals

Please contact Barbara Prescott (email: registrar@nsula.edu or prescottb@nsula.edu or telephone:

318-357-6171) with any questions you may have on preparing and/or submitting a proposal.

To Add a New Course

- Complete a **Course Inventory Maintenance Form** (Appendix I). Refer to the guide on the back of the form for explanation of specific fields.
- Check the add box on the Course Inventory Maintenance Form.
- Make sure the requested course number and title (item #1 and #3) on the Course Inventory Maintenance Form have not been previously used. (Cannot use a previously existing course number or title).
- Make sure term (item #2) on the Course Inventory Maintenance Form is for first term offered and not a previous semester.
- Submit the Course Inventory Maintenance Form to the Institutional Research Director for the assignment of a course Hegis/Cip Code (item #9) on the Course Inventory Maintenance Form.
- Terms offered (item #10) on the Course Inventory Maintenance Form must be the same as on the written proposal.
- Complete all blanks that contain items of information for the new course.
- Complete a **New Course Request Form** (Appendix II) for each new course.
- Catalog description must be indicated on the New Course Request Form.
- Requests to offer new courses are to be accompanied by **syllabi** that include the following: department, course number/title, number of credit hours, instructor name and contact information, undergraduate/graduate credit, prerequisites, course catalog description, course goals/objectives, course content (outline format), course requirements, student activities and experiences (if appropriate) with ADA statement, evaluation of examinations, papers, presentations, and projects, required textbook(s) and materials (Including ISBN# and/or links to University bookstores and/or vendors), bibliography/readings/resources, method of instruction, and accommodation statement for students with disabilities. Encouraged to include bibliography. (SEE APPENDIX VII).
- **Prerequisites/co-requisites** (if any) for new courses must be listed on the New Course Request Form.
- Submit graduate courses to the Graduate Council and education courses to the Teacher Education Council. Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval **prior** to consideration by the Curriculum Review Council.
- The Department Head **and** Academic Dean that own the course must approve the request by signing and dating the New Course Request Form.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.
- If a new course is being proposed to replace a course currently in a curriculum, major, minor, or concentration requirements a **Curriculum Change Request Form** (Appendix VI) will also need to be submitted to make the appropriate change to that area.

To Change a Course (title, hour value, prefix, credit level, grading, subtitle(s), etc.)

- Complete a **Course Inventory Maintenance Form (Appendix I)**. Refer to the guide on the back of the form for explanation of specific fields.
- Check the change box on the Course Inventory Maintenance Form for course changes.
- Make sure term (item #2) on the Course Inventory Maintenance Form, is for the first term the change is to be effective.
- Changes in catalog description, prerequisites/corequisites (if any), and other changes for additions, deletions, and revisions must be submitted on a **Course Change Request Form (Appendix III)**.
- A **new syllabus** (see APPENDIX VII) must be submitted if there are any changes to the current syllabi.
- Submit graduate courses to the Graduate Council and education courses to the Teacher Education Council. Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval prior to consideration by the Curriculum Review Council.
- The Department Head **and** Academic Dean that own the course must approve the request by signing and dating the Course Change Request Form.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.

To Delete a Course

- Complete a Course **Change Request Form (Appendix III)** for each course to be deleted.
- Check to make sure you are requesting to delete the correct course number and title.
- Check the delete box on the **Course Inventory Maintenance Form (Appendix I)** for course deletions. Refer to the guide on the back of the form for explanation of specific fields.
- Make sure final term (item #4) on the Course Inventory Maintenance Form is the final term course will be offered and is the same as term indicated on the Course Change Request Form. Final term may be current or future term only.
- Make sure all appropriate blanks pertaining to the deletion of the course have been completed.
- Submit graduate courses to the Graduate Council and education courses to the Teacher Education Council. Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval prior to consideration by the Curriculum Review Council.
- The Department Head **and** Academic Dean must approve the request by signing and dating the Course Change Request form.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.
- If a course being deleted is currently listed in a curriculum, major, minor, and/or concentration requirements a **Curriculum Change Request Form (Appendix VI)** will also need to be submitted to make the appropriate change in that area.

Note: Before deleting a course consider the consequential effect on students enrolled in the program.

To Add a New Major Degree Program

Submission of proposals for new academic degree programs should follow the criteria outlined in the **Board of Regents Guidelines (Appendix IV)**. Proposals for new academic programs require extensive justification with respect to consistency with the mission and goals of the University. Specifically, each Letter of Intent shall address the following:

- PART A: DESCRIPTION
- PART B: NEED
- PART C: STUDENTS
- PART D: FACULTY
- PART E: LIBRARY AND OTHER INFORMATIONAL RESOURCES
- PART F: FACILITIES AND EQUIPMENT
- PART G: ADMINISTRATION
- PART H: COSTS

The final proposal must be submitted to the appropriate University council, and to the CRC for approval before being sent to the University of Louisiana Board of Supervisors. If approved the proposal is forwarded to the Board of Regents for final action.

- Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval **prior** to consideration by the Curriculum Review Council.
- The Department Head and Academic Dean must approve the request by signing and dating the proposal.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.

To Add a New Minor

Submission of a new minor must follow the **Board of Regents Guidelines (Appendix V)**.

- A **Minor** is that part of a degree program which consists of a specified group of courses in a particular discipline(s) or field(s), consisting usually of **15% or more of total hours** required in an undergraduate curriculum. Minors may be instituted by the affected system and campus without prior approval by the Board of Regents.
- Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval **prior** to consideration by the Curriculum Review Council.
- The Department Head and Academic Dean must approve the request by signing and dating the proposal.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.

To Add a New Concentration

Submission of a new concentration must follow the **Board of Regents Guidelines (Appendix V)**.

- A **Concentration** is an alternative track of courses within a major or option, accounting for **at least 30% of the major requirements**. Concentrations may be instituted by the affected system and campus without prior approval by the Board of Regents.
- Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval **prior** to consideration by the Curriculum Review Council.
- The Department Head and Academic Dean must approve the request by signing and dating the proposal.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.

To Change (addition, deletion, revision) a Curriculum, Major, Minor, and/or Concentration

- Complete a **Curriculum Change Request Form (Appendix VI)**.
- Submit a printout of the **revised curriculum**--make sure the hours total up correctly for the curriculum, minor, and/or concentration.
 - Check course hours for each course.
 - Check to make sure the courses are listed as active.
- If a revised curriculum contains new course(s) follow steps for new courses proposal.
- If changing the title and/or content of a major, minor, and/or concentration, a **new code** must be assigned and the old code made in-active. Contact Mrs. Lillie Bell (University Registrar) for a new major number.
- **Written justification** for change must be submitted with proposal.
- Proposals affecting undergraduate and graduate teacher education course offerings or programs must receive TEC approval; those affecting graduate courses or programs must receive Graduate Council approval **prior** to consideration by the Curriculum Review Council.
- The Department Head **and** Academic Dean must approve the request by signing and dating the Curriculum Change Request form.
- Submit proposal to the University Registrar's Office for distribution to Curriculum Review Council members. Incomplete proposals or proposals submitted after scheduled deadlines will not be included on the Council agenda and will be returned to the academic department for resubmission at a later date.

To change ANY university, department, or college information published in the University Catalog

- Changes to **ANY** information published in the University Catalog require approval of the Curriculum Review Council.
- Changes to university or specific program admission, progression or completion requirements, must be approved by the Registration, Credits, and Graduation Council (RCGC) **prior** to consideration by the Curriculum Review Council. (Proposals to RCGC should be submitted to the University Registrar's Office.)
- Changes to a college or department mission or accreditation statement must be approved by the Curriculum Review Council.

FORMAT FOR SUBMITTING PROPOSALS TO THE UNIVERSITY REGISTRAR'S OFFICE

- **Submit proposals** to the University Registrar's Office via e-mail attachment (registrar@nsula.edu or prescottb@nsula.edu) **in a Microsoft Word file.**
- The college/department is responsible for compiling the proposal(s) in **one file** for submission to the University Registrar's Office. **PROPOSALS MUST BE SUBMITTED IN ONE E-MAIL ATTACHMENT.** The file should be labeled with the college or department name (ex: EHD; CAPA, NAH, etc.). **Colleges and/or departments should designate one person to be responsible for collecting and compiling proposals for submission.**
- Two hardcopies of the complete proposal (with required signatures and forms) must be submitted to the University Registrar's Office by established due dates.

A schedule of proposal deadlines and meeting dates is available under the Curriculum Review Council link on the University Registrar's web page
(<http://www.nsula.edu/registrar>).

Ms. Lillie Frazier Bell, University Registrar

Date

Dr. Steve Horton, Chief Academic Officer

Date

Dr. James Henderson, President

Date