

## PROPOSED POLICIES

### OVERVIEW

Academic Affairs Policies, Proposals, Forms, Processes, and Procedures involving program, curriculum, or course changes are governed by the Faculty Senate Academic Affairs Committee, in consultation with the SACSCOC Liaison, the Registrar, and the Provost.

### POLICIES

FSAA shall approve, in consultation with the SACSCOC Liaison, the Registrar, and the Provost, all forms, workflows, and procedures related to program, curriculum, or course changes. Where policies are inadequate for addressing a particular situation, the FSAA Committee shall determine the best course of action.

All proposals shall be electronically filled out, signed by the appropriate personnel and submitted. Proposals without all required documents will not be considered for approval at the next level.

Departments intending to submit proposals that require FSAA Committee approval must inform the chair of FSAA, the Registrar, and the SACSCOC Liaison at the earliest possible date of their intent.

### PROPOSALS/FORMS

FSAA coordinates, in consultation with the SACSCOC Liaison and the Registrar, an electronic submission system for all proposals. Paper forms will not be accepted.

### PROCEDURES

The workflow and calendar for academic proposals is as follows:

- 1) Proposer (Changes must be proposed by December 31 for full consideration)
  - a) FSAA chair, Registrar, and SACSCOC liaison will review for substantive changes, housekeeping, and other matters. FSAA chair will consult with the committee as needed. If ruled substantive, proposal will go through all steps.
- 2) Department AA Committee (Fall Semester)
  - a) Committee chair may sign only after a vote of the members. Vote count shall be supplied to FSAA.
- 3) Department of the Whole (Fall Semester)
  - a) The Department Chair (or Associate Dean) may sign only after a majority vote of all eligible faculty. Vote count shall be supplied to FSAA.
- 4) College AA Committee
  - a) The Committee chair may sign only after a vote of the members. Vote count shall be supplied to FSAA.
- 5) Dean

- 6) Core Curriculum (if applicable) or Graduate Council (if applicable) or Teacher Education Committee (if applicable). In cases where more than one of these committees must review the proposal, they should go in the order listed here.
  - a) The Committee chair may sign only after a vote of the members. Vote count shall be supplied to FSAA.
- 7) FSAA (Proposal received no later than March 15)
- 8) Senate
- 9) Provost
- 10) SACSCOC Liaison
- 11) Registrar
- 12) Catalog Writer

A proposal may skip Steps 7 through 10 if it does not affect the Core or Graduate Curriculum or Teacher Education in any way or if it is a course or curricular change *to an existing course program* of less than 50% of the total credit hours of the program and which has no impact on other programs. All other proposals must go through all steps.

Examples of proposals that would skip steps 7-10:

- A proposal for a new undergraduate course that is unlikely to be part of another program.
- A proposal to change the title, number, description, or prerequisite of an existing undergraduate course that is not part of another program's requirements.
- A proposal for minor changes to a program, as defined by no more than 50% of the total credit hours of the program, and which has no impact on other programs.
- A proposal for minor changes to an existing graduate program that do not impact other program's requirements, where "minor" is defined by less than 50% of the total credit hours of the program.

Examples of proposals that must go through all steps:

- Prerequisite, credit hour, or other changes that include courses in more than one program.
- Changes to any program of more than 50% of that program's credit hours.
- New programs of any sort.
- Courses that affect the Core at whatsoever.
- Program changes of more than 50% of their delivery format (for example, from face to face to online)
- New online programs, even of existing programs

A proposal may be approved, rejected, or tabled at any level; however, officials and committees are encouraged to request changes so an approval can be given wherever possible. Proposals that are held up for any reason will impact deadlines at higher levels of the process. Accordingly, proposers are encouraged to work with all levels as early as possible in the academic year.

No proposals will be considered in any of the Steps above after the listed deadline.