

FACULTY AGENDA ITEM NO 15-19

Date: March 2, 2015

Submitted by: Randy Pembroke, Vice President for Academic Affairs, X2546

SUBJECT: Amending Faculty Handbook and Faculty Senate Constitution Language regarding Submission process for Courses and Programs

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Description/Rationale: The Academic Affairs Committee reviews submitted undergraduate proposals from the Schools and College regarding new programs, modifications within program curricula and new courses. Because of somewhat unclear language regarding what should be reviewed by the Academic Affairs Committee, current practice varies across academic units in sending material for review. This proposal would increase consistency in the process of evaluating new programs, major revisions, and program changes with university financial commitments.

Current Language from Faculty Handbook; Section 1, VII. B.2., Academic Affairs Committee, AND from Faculty Senate Constitution, Section VI. E. [proposal is to clarify language]

The Academic Affairs Committee is charged with evaluating carefully and making recommendations to the Faculty Senate regarding: (1) all new undergraduate programs (majors, degrees, certificates and the like) proposed by any Major Academic unit of the University; (2) major revisions in such programs; (3) and new undergraduate academic programs or revisions to such programs that originate from units other than Major Academic Units. The primary concern of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs. The Executive Committee may also delegate other matters to this committee. Faculty representatives on this Committee must be members of the Faculty Senate.

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Proposed Language [new language is in bold]

The Academic Affairs Committee is charged with evaluating carefully and making recommendations to the Faculty Senate regarding: (1) all new undergraduate programs (degrees, majors, certificates and emphasis/concentration areas) **or major revisions (those that fall into categories 3-5 below)** proposed by any major academic unit of the University; (2) new undergraduate academic programs or **major revisions (those that fall into categories 3-4 below)** to such programs that originate from units other than Major Academic Units (e.g., Interdisciplinary, Leadership, Honors program, etc.); (3) **policies that redefine standing university criteria** (e.g., **minimum number of hours to graduate** 119 hours vs. 124 hour degree, 6 hour vs. 12 hour minor, General Education criteria); and (4) **academic or programmatic changes to undergraduate programs** requiring financial investments beyond the unit (i.e. new university funding). (5) **Changes that directly affect other units (e.g., deleting/adding correlated**

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courses) at the undergraduate level will be reviewed by the Academic Affairs Committee as action or informational items. The primary concern of the Committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, the potential impact of the program on other established programs in the University, and financial implications of such new or revised programs. The Executive Committee may also delegate other matters to this committee. Faculty representatives on this committee must be members of the Faculty Senate.

The following items should be channeled through the ACADEMIC UNIT's faculty governance process and would not come through the General Faculty Governance process (i.e. Academic Affairs, Senate, General Faculty and WUBOR) unless at least one of the above five criteria is also present:

- A. Changes to the minor
- B. New courses, course modifications, changing of course descriptions, credit hours or course numbers
- C. Deleting unused course numbers
- D. Changes to certificates
- E. Changing prerequisites
- F. Number of credits in the major (within the University established minimum/maximum levels)
- G. Changing the advising process
- H. List of potential electives within the unit for a major

Financial Implications: *There will be savings in time and efforts through less committee work.*

Proposed Effective Date: *Upon approval of the Washburn University Board of Regents*

Request for Action: *Approval by AAC/FS/ Gen Fac., etc*

Approved by: *AAC on March 30, 2015*

FAC on date

Faculty Senate on April 6, 2015

Attachments Yes No

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