

# **Procedures for Implementing Curriculum, Academic, and Administrative Changes**

## **Course Changes**

Department Approval (If applicable)

Division Approval (If applicable)

Unit-Level Curriculum Committee Approval

Unit-Level Faculty Approval

Approval Notification to AVPAA by Unit via Curriculum Change spreadsheet (Course Changes/Additions/Deletions). AVPAA makes course changes to Banner Catalog and files spreadsheet of changes for confirmation of “printed” catalog (pdf) updates.

### **For Curricular Program Changes/Deletions/Additions – Additional Steps**

Requires previously stated levels of approval plus the following:

Faculty Senate Academic Affairs Committee Approval

Faculty Senate Approval

General Faculty Approval

Board of Regents Approval (if applicable)

(AVPAA reviews BOR minutes to determine approval of program changes/deletions/additions for potential “printed” catalog updates)

## **Academic Policy Changes**

Can be submitted through unit governance channels or by individuals directly to Faculty Handbook Committee for review and modification

Faculty Senate Academic Affairs/Faculty Affairs Committee Approval (as applicable)

Faculty Senate Approval

General Faculty Approval

Board of Regents Approval (if applicable)

(AVPAA reviews General Faculty/BOR minutes to determine approval of academic policy for Faculty Handbook/University Catalog updates)

## **Administrative Policy Changes**

Generally submitted by individuals to VPAT, VPAA, VPSL, or Dean of Enrollment Management

Policy Developed

Policy Discussed by Executive Staff

Policies Affecting Faculty Shared Through VPAA with Faculty Senate for Review and Comments

Comments Shared with Executive Staff

Final Policy Drafted

Submitted to BOR for Approval (if applicable)

(AVPAA reviews BOR minutes or notified by VPAA of approval of administrative policy for potential Faculty Handbook/"printed" Catalog update)

## **University Catalog/Faculty Handbook Updates**

The AVPAA is responsible for the organization and accuracy of the University Catalog and the Faculty Handbook

Sections of University Catalog are sent electronically to the unit responsible for it (e.g., Student Life sections to Student Life, Student Records sections to University Registrar, Academic sections to Academic Units, etc.)

Units make changes (turning on track changes feature) and return sections electronically

AVPAA and designated staff check proposed changes to ensure unit-level changes have been approved at appropriate level

AVPAA and designated staff add/change/delete approved academic/administrative policies in University Catalog. Curricular/academic/administrative changes which have been approved at all levels except the BOR by the time of catalog "printing" are included in the University Catalog (with those items still requiring BOR approval including notation "Pending Board of Regents Approval). Any changes approved after the "printing" of the catalog but before the end of the fiscal year (June 30) can still be effective the upcoming fiscal year and are noted in an online section of the University Catalog entitled "Addendums to XX Catalog." The online "printed" University Catalog is considered the official University Catalog.

Faculty Handbook updates are made after final approval at the appropriate governance level.