

II. Curricular Proposals

Curricular proposals follow the path presented in Figures 2 and 3 (pages 11 and 12).

All undergraduate and graduate curricular proposals in the Colleges of Arts and Sciences, Business Administration, and Music and in City College originate from the faculty. All curricular proposals must be evaluated for approval, revision, or denial according to stated guidelines in the *Faculty Handbook*, college and department protocols and handbooks, committee protocols, and the charter and bylaws of the university.

The type of proposal determines the number of review steps required for approval. Proposals to establish, substantially revise, or discontinue a major or minor program require various approvals depending on the nature of the proposal.

Final approval of proposals to establish or discontinue an undergraduate major or graduate degree program rests with the Board of Trustees. All curriculum proposals that require new monies from the university require additional approval, the final approval being determined by the type of the proposal and the amount of the request. At a minimum, all curriculum proposals must be approved up through the level of the University Courses and Curriculum Committee in order to be implemented.

The faculty's right of determination in curricular matters is described in the *Faculty Handbook*, Chapter 8 and the responsibilities of the deans are described in Chapter 3.

The following narrative and the charts (pages 11 and 12) describe the sequential flow of curricular proposals for undergraduate and graduate programs:

A. Initiation of Curricular Proposals

Faculty members initiate curricular proposals for reasons including introducing new courses, minors, and majors; revising courses, minors, and majors; and discontinuing courses, minors, and majors. After approval within the originating academic department/area/program, proposals are reviewed and approved or not approved according to specific program and college protocols.

B. College Curricular Processes

The Colleges of Arts and Sciences, Business Administration, and Music and City College have processes to review and approve, or not approve, curricular proposals originating from faculty members, areas, and departments within the colleges. Following are brief descriptions of the individual college processes. Please note section B. 5 in cases where the dean has decided to reject a proposal and remand it to its originator.

1. College of Arts and Sciences

Curricular proposals originate from faculty members and follow an approval path based on the requirements of department protocols. The protocols may vary in some details but generally include an initial discussion with the department chair, development of the proposal, and a vote by department faculty to approve or not approve the proposal. The

process may vary slightly depending on the type of proposal (e.g., new course, revisions to a major, or a new minor).

After receiving department approval, curricular proposals are submitted by the department chair to the College Curriculum Committee. The College Curriculum Committee reviews and approves new courses from any department or unit in the college except for Honors courses, Common Curriculum courses, and graduate courses. In addition, the committee reviews and approves proposed changes in requirements for undergraduate degree programs and other major curricular changes from any department or unit in the college. Proposals approved by the committee are forwarded to the dean for approval and submission to the next appropriate committee. All curricular proposals approved up through the dean are then submitted to the University Courses and Curriculum Committee.

2. College of Business Administration

Curricular proposals are reviewed and approved, or not approved, by one of three curriculum committees (department, undergraduate, and graduate). The department committees are responsible for the majors and for some of the minors; the undergraduate curriculum committee is responsible for the common-body-of-knowledge courses and the business general-education requirements; and the graduate curriculum committee is responsible for graduate proposals. Proposals approved by the committees are next reviewed by the entire business faculty and, if approved, are forwarded to the dean for approval.

Proposals approved by the dean are next submitted to the Common Curriculum Committee or to the University Courses and Curriculum Committee as appropriate.

3. College of Music

All music curricular proposals flow from the originating faculty member to the college curriculum committee. Approved proposals are then submitted to the full faculty and, if approved, are forwarded to the dean for approval.

Proposals approved by the dean are next submitted to the Common Curriculum Committee or to the University Courses and Curriculum Committee as appropriate.

4. City College

All undergraduate, graduate, and certificate proposals are approved or not approved by the college curriculum committee. In addition, the nursing program and the Loyola Institute for Ministry (LIM) program have individual committees that must approve curricular proposals before they are submitted to the college curriculum committee. Proposals approved by the committee are forwarded to the dean for approval and, if approved, submission to the University Courses and Curriculum Committee.

5. Deans

If a dean decides to reject a proposal and remand it to its originator, he or she must provide reasons in writing for wanting to do so to the curriculum committee of the relevant college within 45 days.

C. Honors, Interdisciplinary, Distance-Learning, and Study-Abroad Curricular Processes

1. Honors Program

Proposals for new Honors courses or for significant additions or alterations to courses are placed before the University Honors Advisory Board (UHAB). Upon passage by UHAB, proposals are then forwarded to the Common Curriculum Committee (because Honors courses are Common Curriculum courses) and then to the University Courses and Curriculum Committee for final approval.

2. Interdisciplinary Programs

Proposals for interdisciplinary-program courses or for significant additions or alterations to interdisciplinary programs follow an approval path based on the requirements of the program protocol.

3. Distance-Learning and Study-Abroad Programs

The Distance Learning Activities Committee (DLAC), in addition to the appropriate curriculum committees, reviews and approves proposals for new distance-learning programs, including study-abroad programs. DLAC is also responsible for ensuring that distance-learning programs comply with risk-management and accreditation requirements.

D. Inter-College Curricular Process

After the originating departments, colleges, and relevant program committees approve proposals, the proposals are submitted to one or more committees comprised of representatives from across the colleges. The type of proposal determines which committees are involved.

1. Common Curriculum Committee

The Common Curriculum Committee reviews proposals regarding the Common Curriculum. The committee is housed in the College of Arts and Sciences, and its membership includes faculty members from the College of Arts and Sciences, the College of Business Administration, and the College of Music. Proposals endorsed by the committee are forwarded to the Dean of the College of Arts and Science. The dean forwards the proposal to the University Courses and Curriculum Committee with a letter of recommendation. Proposals not approved by the Common Curriculum Committee are remanded to the originating college/department.

2. Graduate Council

The Graduate Council reviews proposals for new graduate programs, substantive changes, or discontinuance of existing programs before the proposals are submitted to the

University Courses and Curriculum Committee. The council serves as an advisory committee to the provost.

3. University Courses and Curriculum Committee

The University Courses and Curriculum Committee (UC&CC) reviews proposals that have been recommended by the Common Curriculum Committee, the college curriculum committees, and the Graduate Council. The University Courses and Curriculum Committee is the final review body for proposals for new courses, course changes, course deletions, and non-substantive revisions to existing majors and minors. UC&CC makes its recommendations to accept or reject proposals to the provost. The provost notifies the appropriate dean of the committee's recommendation and his decision. [*Faculty Handbook* 17-12]

E. University-Wide Review and Approval Process

There are additional review and approval steps for proposals for new programs, substantive revisions to existing programs, and discontinuance of programs.

1. Standing Council for Academic Planning

Proposals to establish or discontinue majors, minors, and graduate programs must be submitted to SCAP for review and a recommendation to the provost. In addition, proposed significant revisions (excluding changes in individual courses) to majors, minors, and graduate programs should also be submitted to SCAP. If no further approval is required, the provost notifies the appropriate dean of SCAP's recommendation and the provost's decision.

Proposals to establish or discontinue undergraduate majors or graduate degrees that are approved by SCAP must be submitted to the Board of Trustees for approval. Proposals that will be forwarded to the Board for approval should also be reported to the University Planning Team for information purposes. Proposals with revenue implications must be presented to the University Budget Committee for input. [*Faculty Handbook* 16-6]

2. University Planning Team

The University Planning Team must be informed of proposals to establish or discontinue undergraduate majors and graduate degrees in order to provide an opportunity for input from all areas of the university that could be affected. [*Faculty Handbook* 16-13]

3. University Budget Committee

Proposals to establish or discontinue undergraduate majors and graduate degrees that have revenue implications must be presented to the University Budget Committee for input. [*Faculty Handbook* 16-8]

4. Board of Trustees

Proposals to establish or discontinue undergraduate majors and graduate programs must be submitted to the Board of Trustees for approval. The provost notifies the appropriate dean of the Board's decision.

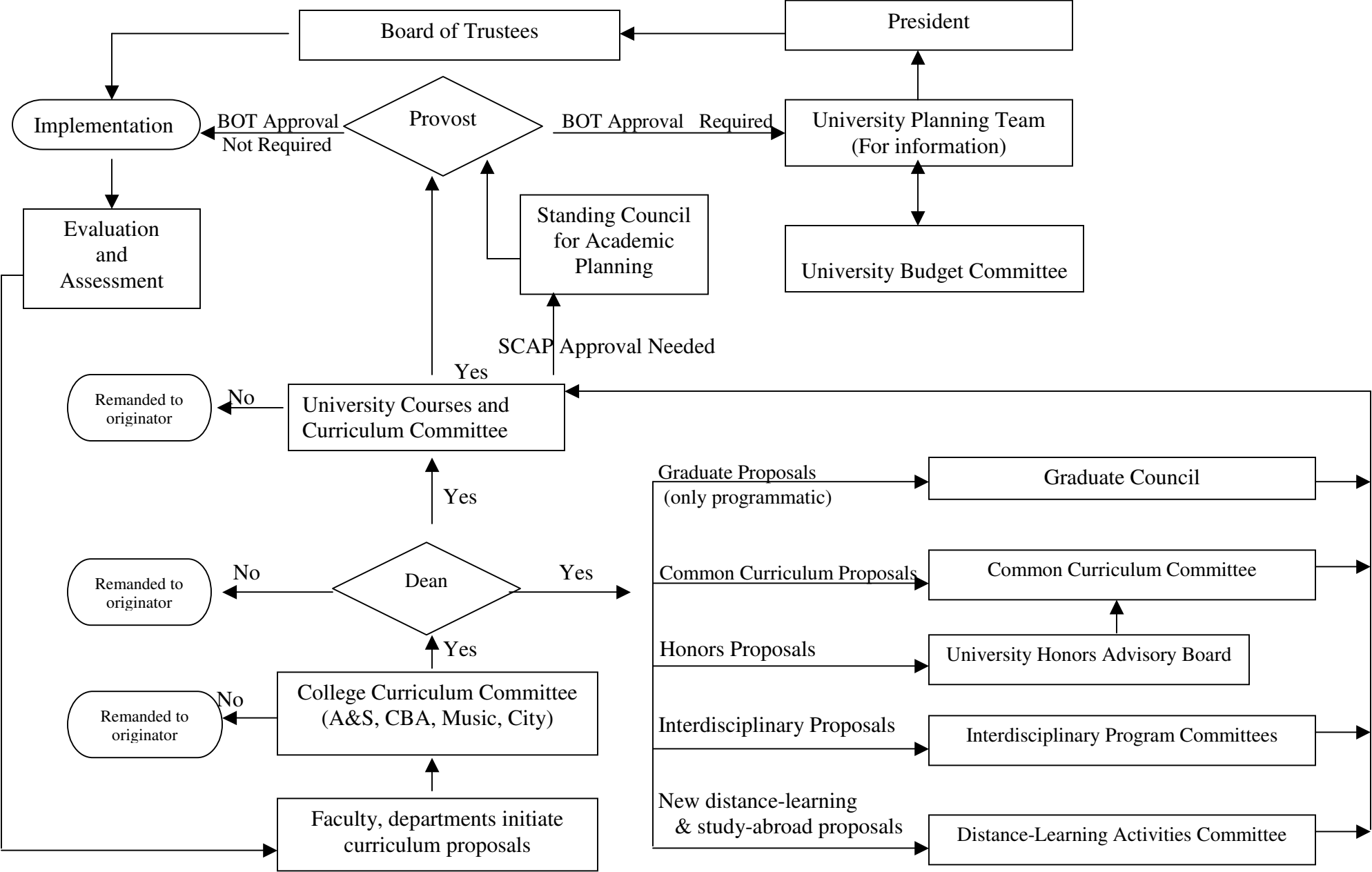
F. Evaluation and Assessment

All new and revised policies, procedures, and programs must be evaluated. Evaluations, both formative and summative, are intended to determine whether outcomes are achieved and to provide evidence of improvement.

Ongoing assessment of all educational programs is expected, and anticipated outcomes must be identified for all educational programs. Assessment methods and practices should be designed to facilitate improvement of programs and services and to address external reporting and accountability requirements.

Flow Chart of Curricular Proposal Process

Figure 2



Curricular Proposal Review and Approval Process

