

Initial and Signature Page

Initials: Division Chair _____ Registrar _____ Teacher Education Chair _____

Division:

Record of vote: _____ Approve _____ Disapprove _____ Abstain _____

Division Chair

Date

Reason(s) for disapproval: _____

Teacher Education Committee:

Record of vote: _____ Approve _____ Disapprove _____ Abstain _____
_____ TE vote not required

Teacher Education Chair

Date

Reason(s) for disapproval: _____

Curriculum Committee:

Record of vote: _____ Approve _____ Disapprove _____ Abstain _____

Curriculum Committee Chair

Date

Reason(s) for disapproval: _____

Faculty Association:

Record of vote: _____ Approve _____ Disapprove _____ Abstain _____

Faculty Association President

Date

Reason(s) for disapproval: _____

VPAA:

_____ Approve _____ Disapprove _____

VPAA

Date

Reason(s) for disapproval: _____

University President:

_____ Approve _____ Disapprove _____

University President

Date

Reason(s) for disapproval: _____

USAO Board of Regents:

_____ Approve _____ Disapprove _____

Chair, USAO Board of Regents

Date

Reason(s) for disapproval: _____

Procedure

1. The originating faculty member (OFM) works with department faculty and division chair to develop curriculum change (CC).¹
2. OFM sends CC to division chair, *then* to registrar, and *then* to chair of teacher education. Each person electronically initials and returns CC to OFM. This step is only to communicate that a change is being proposed.
3. OFM forwards CC to curriculum committee chair and to faculty association president.
4. Curriculum committee holds digital forum for faculty and staff for questions and discussion of CC. Faculty/staff are notified by e-mail about the forum. The forum lasts five business days.²
5. Division faculty vote on CC. Division chair records result of the vote, electronically signs CC, and forwards to chair of teacher education.
6. Chair of teacher education determines if vote by teacher education committee is required. If so, teacher education committee votes on CC. Chair of teacher education records result of vote or indicates that vote was not required, electronically signs CC, and forwards to chair of the curriculum committee.
7. Curriculum committee votes on CC. President of curriculum committee records result of vote and electronically signs CC.
8. Chair of curriculum committee presents CC to faculty association. Faculty association votes on CC. Faculty association president records result of vote, electronically signs CC, and forwards to vice president of academic affairs (VPAA).
9. VPAA determines approval of CC, electronically signs it, and forwards to university president.
10. The university president determines approval of CC, electronically signs it, and forwards to USAO board of regents. University president sends letter of intent (LOI) to chancellor of the state regents.
11. USAO board of regents votes on CC. Chair of the board of regents signs CC and returns to university president. University president forwards CC to state regents no earlier than one month after the LOI was submitted. If the change is substantive a vote is required by the state regents. If it is non-substantive, only notification to the state regents is necessary.³
12. Once approved by state regents, the University president contacts Academic Affairs. Academic Affairs contacts OFM, registrar, and division chair about approval.
13. Registrar updates changes in Jenzabar and verifies updated checksheet. Registrar forwards verified checksheet to C&M who updates the checksheet on the website.
14. OFM works with administrative assistant to VPAA to update course catalog. CC record is held in the office of VPAA for 5 years. After 5 years it is relocated to university archives in Nash library.

¹ A curriculum change will take approximately two months to complete the cycle of approvals within the university and another 6 months to be approved by the state regents. However, that time may be longer based on the date when the proposal is initially submitted, the timing of regents' meetings, and the level of completeness of the proposal.

² It is the responsibility of the OFM to incorporate text of any agreed upon changes to the original proposal, as they see fit, based on comments from the faculty forum period in step 4. The division chair will review the revised proposal to verify that the text was altered accurately.

³ A substantive change is a change in what students must complete to graduate (# of hours, deleting/adding a required course, changing admission requirements). A non-substantive change does not change what students must complete to graduate (adding/removing an elective, changing a course prefix or title, changing a course #)

Originating Faculty Member _____

Date _____

Department: _____

Division: _____

Present course #: _____

Present course title _____

Type of change (check all that apply):

☐ Change in course #

Proposed course #: _____

☐ Change in course title

Proposed course title: _____

☐ Change in course description

Has your program undergone a program review within the last 5 years? ☐ yes ☐ no

Append the following:

- A. Description of the proposed change to the course description, if applicable.
- B. Justification for the proposed change.
- C. Sample syllabus for the changed course.
- D. Old course syllabus for comparison.
- E. If this is a resubmission of a previous curriculum change, include a description of the changes that have been made to the proposal.

- A. Description of the proposed change to the course description, if applicable.

These changes are only updates to the pre- and co-requisites for courses in Art, Communication, Music, and Theatre Arts

- B. Justification for the proposed change.

These updates are being made mainly as a result of USAO's upgrade to Jenzabar (MyUSAO). This tech upgrade has changed the implementation of pre- and co-requisites, allowing the registrar's office to implement multiple pre- and co-requisites. This was previously not possible in our old system. In addition, a few updates are being made in light of faculty and advisor experience with student needs for courses and to avoid unnecessary enrollment workarounds.

- C. Sample syllabus for the changed course.

N/A – the course content and description of the courses are NOT being changed, only the pre- and co-requisites to allow better implementation with our new system.

- D. Old course syllabus for comparison.

N/A – the course content and description of the courses are NOT being changed, only the pre- and co-requisites to allow better implementation with our new system.

- E. If this is a resubmission of a previous curriculum change, include a description of the changes that have been made to the proposal.

N/A

▼	Course	▼	Pre-Req Removed	▼	Pre-Req Added	▼	▼
	ART-2222 Pottery on the Wheel		ART-1212 Ceramic Handbuilding				
	ART-3493 History of Ancient and Classical Art		Sophomore Standing		IDS-1113 Writing I and IDS-1213 Writing II		
	ART-4223 History of Nineteenth Century Art		Sophomore Standing		IDS-1113 Writing I and IDS-1213 Writing II		
	ART-4113 History of European Art		Sophomore Standing		IDS-1113 Writing I and IDS-1213 Writing II		
	ART-4433 History of Twentieth Century Art		Sophomore Standing		IDS-1113 Writing I and IDS-1213 Writing II		
✓IM	COMM-2323 News Reporting II		COMM-2313 News Reporting I and PHOT-2133 Digital Photo I				
✓IM	COMM-4533 Communication Senior Project		Senior Standing				
	ART-3113 Graphic Design I		Junior Standing				
✓IM	COMM-2203 Persuasion		COMM-1003 Foundations of Communication Theory				
✓IM	COMM-2313 News Reporting I		C or better in IDS-1113 Writing I, IDS-1213 Writing II, computer proficiency				
✓IM	COMM-3333 Practicum in Print Media		2323 News Reporting II, PHOT-2133 Digital Photography I, ART-3133 Graphic Design II				
✓IM	COMM-3513 Public Relations		COMM-2313 News Reporting I				
✓IM	COMM-4313 Ethical and Legal Issues in Comm		Junior Standing and major in communication. GPA 3.0 remove.				
✓IM	COMM-4403 Professional Speaking		COMM-2203 Persuasion and major in communication				
✓IM	COMM-4523 Communication Research		Junior Standing and major in communication				
R	COMM-2213 Advanced Writing		COMM-2313 News Reporting I				
R	COMM-2213 Advanced Writing		COMM-2313 News Reporting I				
SC	MUSC-3303 Music History to 1750		MUSC-1113 Music Theory I and MUSC-1203 The Enjoyment of Music				
SC	MUSC-3313 Music History, 1750-Present		MUSC-1113 Music Theory I and MUSC-1203 The Enjoyment of Music				
SC	MUSC-4102 Principles of Conducting		MUSC-3102 Forms and Analysis				
✓IM	COMM-2990		Remove prerequisites				
✓IM	COMM-4990		Remove prerequisite				
✓IM	COMM-4513 Communication Internship				GPA of 3.00		