Initial and Signature Page

Initials: Division Chair SL Registrar CP Teacher Education Chair SL

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Division:
Record of vote: _____ Approve _____ Disapprove _____Abstain _____ _____
Division Chair Date
Reason(s) for disapproval: _____
_____
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Teacher Education Committee:
Record of vote: _____ Approve _____ Disapprove _____Abstain _____ _____
_☐_ TE vote not required Teacher Education Chair Date
Reason(s) for disapproval: _____
_____
_____

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Curriculum Committee:
Record of vote: _____ Approve _____ Disapprove _____Abstain _____ _____
Curriculum Committee Chair Date
Reason(s) for disapproval: _____
_____
_____

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Faculty Association:
Record of vote: _____ Approve _____ Disapprove _____Abstain _____ _____
Faculty Association President Date
Reason(s) for disapproval: _____
_____
_____

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VPAA:
_☐_ Approve _☐_ Disapprove _____ _____
VPAA Date
Reason(s) for disapproval: _____
_____
_____

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University President:
_☐_ Approve _☐_ Disapprove _____ _____
University President Date
Reason(s) for disapproval: _____
_____
_____

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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 Dr. Nancy Hector Date 9-24-19

Department: Education and Speech Language Pathology

Division: Education

Present course #: EDUC 3313

Present course title Elementary Math Methods

Type of change (check all that apply):

☐ Change in course #

Proposed course #: _____

☑ Change in course title

Proposed course title: Elementary Math Content and Strategies

☐ 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.