University Senate
Course Review Procedures
and Responsibilities

Fall 2013

Thomas Schildgen
President of the University Senate
As a result of the discussion regarding the acceptance of new courses on the Consent Agenda during the November 2013 Senate meeting, an Ad-Hoc Committee on Course Review Procedures was formed. The ad-hoc committee is part of a rapid response to solve this problem by the December 2nd Senate Meeting with respect to Major Map deadlines.

The members of the Senate Ad-Hoc Committee on Course Review Procedures are:
- Frederick Corey,
- Charles Barbee,
- Michael Rosenberg,
- Rojann Alpers,
- Sergio Quiros,
- Joseph Carter,
- Thomas Schildgen,
- and Helene Ossipov.
Objectives for the University Senate Ad-Hoc Committee on Course Review Procedures and Responsibilities

The Senate Ad-Hoc Committee on Course Review Procedures, is charged with the timely completion of the following objectives.

1. Define the previous review process for new/modified courses (Before July 2011)
2. Define the current review process for new/modified courses (After July 2011)
3. Determine if there are any efficiencies gained by either creating a subcommittee of CAPC that reviews new/modified course impacts on related academic units at the University, or any other enhancements in the senate review process that ensure curriculum changes are functional across the University.
4. Propose any necessary Bylaw changes as a result of the process changes made in the Summer of 2011
The Curriculum and Academic Programs Committee (CAPC) was originally charged by the Provost Matrix to make recommendation for the establishment of new courses.

Each member of CAPC was charged with the review of every new course.

**Reasons for the change in July 2011:**

- Work load was too extensive on committee members and there was difficulty in getting faculty to serve on the CPAC committee.
- CAPC became politically charged, and the committee members were not always knowledgeable about the different disciplines to make judgment on new courses.
- Faculty that proposed new course(s) had to wait multiple semesters before the course(s) could be introduced. Faculty and administrators were frustrated.
University Senate Ad-Hoc Committee on Course Review Procedures and Responsibilities

Provost Matrix After July 2011

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<tbody>
<tr>
<td>Academic Unit:</td>
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<tr>
<td>Establish, merge or disestablish an academic unit</td>
<td>Must be included on ABOR approved Academic Plan</td>
<td>Recommendation required[1]</td>
<td>Recommendation required[3]</td>
<td>Recommendation required</td>
<td>Provost/President</td>
</tr>
<tr>
<td>Remain of an academic unit</td>
<td>Must be included on ABOR approved Academic Plan</td>
<td>Recommendation required[1]</td>
<td>No action required</td>
<td>No action required</td>
<td>Provost/President</td>
</tr>
<tr>
<td>Degree program[3]</td>
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<tr>
<td>Establish a degree program or disestablish a high demand degree program</td>
<td>Must be included on ABOR approved Academic Plan</td>
<td>Recommendation required[1]</td>
<td>Recommendation required[3]</td>
<td>Recommendation required</td>
<td>Provost/President</td>
</tr>
<tr>
<td>Remain, transfer or merge a degree program; disestablish a degree program (except high demand)</td>
<td>Must be included on ABOR approved Academic Plan</td>
<td>Recommendation required[1]</td>
<td>Recommendation required[3]</td>
<td>Recommendation required</td>
<td>Provost/President</td>
</tr>
<tr>
<td>Minor</td>
<td>Establish a minor where no major exists</td>
<td>Must be included on ABOR approved Academic Plan</td>
<td>No action required</td>
<td>Recommendation required[3]</td>
<td>No action required</td>
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The following items do not go to ABOR as part of the ASU Academic Plan; however, proposed programs should be included on the approved College/School Academic Plan.

| New offerings: |               |                        |          |                  |                          |
| Request a new offering of an academic program | Must be included on College/School Academic Plan | Recommendation required[1] | No action required | No action required | Provost |
| Concentration |               |                        |          |                  |                          |
| Certificate[5] |               |                        |          |                  |                          |
| Minor | Establish, merge or disestablish a minor | Must be included on College/School Academic Plan | No action required | Recommendation required[3] | No action required | Provost (or designee) |
| Existing graduate programs | Change an existing graduate program; establish a collaborative, concurrent or dual program | Include on College/School Academic Plan | Recommendation required[1] | No action required | No action required | Provost (or designee) |
| Course[1] | Establish New Course | Submit proposal in Curriculum Change/Major | No action required | No action required | Recommendation required (Consent agenda) | Provost (or designee) |
| Existing Course deletions or modifications (e.g., title, number, description) | Submit proposal in Curriculum Change/Major | No action required | No action required | No action required | Provost (or designee) |
| Admission standards | Changes to existing admission standards | Review admission standards | Dean’s approval required | Recommendation required | Recommendation required | Provost (or designee) |

Refer to the Provost’s Office Curriculum Development webpages for proposal templates.
University Senate Ad-Hoc Committee on Course Review Procedures and Responsibilities

Further Justification for the New Course Policy And Procedures After July 2011

1. Each of the academic units are best qualified, along with their college curriculum committees, to review and approve courses, certificates, or degree programs specific to their disciplines.

2. Arizona State University has become more interdisciplinary in course and degree offerings.

3. The pace of change at ASU has increased and timely decisions are becoming more critical.

4. Higher Education has become more competitive with increased online delivery and for profit institutions, thus academic units must act efficiently when delivering new course offerings.
Senate Responsibilities for the Review of New Courses After to July 2011

University Senators represent each of the degree granting academic programs across the University, and as faculty we are the stewards of the curriculum offerings at Arizona State University.

1. Each senator is responsible for working with their department’s academic curriculum committee to be aware of new course proposals and what conflicts may exist.

2. Each senator is responsible for using Curriculum ChangeMaker to access the new course documentation and any impact issues with related academic units across the University.

3. If issues are raised on the floor of the Senate regarding specific new courses listed on the consent agenda, the senators who represent that college and academic unit will answer questions.
Flow Chart for the Review of New Courses After July 2011

New Course Proposal Flow Chart 11-25-2013

New courses and modifications to existing courses are reviewed by the Office of the Executive Vice President and Provost to ensure Curriculum ChangeMaker forms are properly completed, required information is present, and proposals adhere to university policies. Examples of items reviewed include the following:

- Course data: Data are reviewed and text is edited for style and consistency for inclusion in PeopleSoft and university database systems.
- Shared courses: If the course is offered across two or more campuses the form is distributed to the “Shared Courses” group to ensure consistency between or among campuses. All units currently offering the course must be in agreement to change or delete a course.
- Proposed course number: Availability and appropriateness of the proposed course number are confirmed.
- Enrollment requirements: Availability and appropriateness of the proposed pre-/corequisites, and/or antirequisites are verified.
- Academic unit impact: When appropriate, reviews will be requested from academic units that may be impacted by the new or modified courses.
- Transfer agreements: New courses or modifications to existing courses will be shared with the Academic Transfer Articulation Office for comment when appropriate. When necessary, relevant Community College Partners are notified of changes by the Academic Transfer Articulation Office.
University Senate Ad-Hoc Committee on Course Review Procedures and Responsibilities

Considerations regarding the University Senate making new course recommendations to the Office of the Provost

The Floor of the Senate is not the appropriate place for discussions specific to academic unit impact issues, and it has been suggested that a sub-committee of CAPC could be assigned to review any concerns prior to the next Senate meeting.

If a course comes into question from the consent agenda, it is taken from the consent agenda and discussed after the consent agenda is voted on. If there appears to be no immediate solution, the course is tabled and sent to the sub-committee of CAPC and becomes a separate vote at the next Senate meeting.
New Course Proposals: How to access the proposals

1. Sign in to my.asu.edu

2. In the module underneath the one that has your courses, you should see a link for Curriculum ChangeMaker; click on that.
New Course Proposals: How to access the proposals

3. You will be brought to this page. If you're not on this page, then click on Search to get to this page. Fill in the prefix and number of the course you want and select New Course Form in the drop-down menu for Form Type.
New Course Proposals: How to access the proposals

4. Just for fun, I filled in CTI 212. Click on the name of the course to get more information.
New Course Proposals: How to access the proposals

5. Finally, here’s the information on the course. There should be a link on the bottom to access syllabi and any other documentation that has been submitted.