ARIZONA STATE UNIVERSITY

University Senate
Course Review Procedures
and Responsibilities

Fall 2013

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President of the University Senate

University Senate Ad-Hoc Committee on
Course Review Procedures and Responsibilities

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

New Course Policy And Procedures Prior to July 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

This matrix outlines university level review and approval steps; proposals must also undergo the appropriate review and approval steps at the unit and college level. A program may not be implemented until the Provost's Office notifies the academic unit that the program may be offered.

PROGRAM/PROPOSAL	ACADEMIC PLAN	GRADUATE EDUCATION[1]	CAFC[2]	UNIVERSITY SENATE	ADMINISTRATIVE APPROVALS
The following items must be approved by 1) ABOR's Academic Affairs Committee as part of ASU's academic plan, or 2) the ABOR System President. There is no required order of events for ABOR and internal approval steps.					
Academic Unit					
Establish, reorganize or disestablish an academic unit	Must be included on ABOR approved Academic Plan	Recommendation required[1]	Recommendation required[3]	Recommendation required	Provost/President
Rename of an academic unit	Must be included on ABOR approved Academic Plan	Recommendation required[1]	No action required	No action required	Provost/President
Degree program[4]					
Establish a degree program or disestablish a high demand degree program	Must be included on ABOR approved Academic Plan	Recommendation required[1]	Recommendation required[3]	Recommendation required	Provost/President
Rename, transfer or merge a degree program; disestablish a degree program (except high demand)	Must be included on ABOR approved Academic Plan	Recommendation required[1]	Recommendation required[3]	Recommendation required	Provost/President
Minor					
Establish a minor where no major exists	Must be included on ABOR approved Academic Plan	No action required	Recommendation required[3]	No action required	Provost (or designee)
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 offering					
Request a new offering of an existing academic program	Include on College/School Academic Plan	Recommendation required[1]	No action required	No action required	Provost
Concentration					
Establish, rename, or disestablish a concentration	Include on College/School Academic Plan	Recommendation required[1]	Recommendation required[3]	No action required	Provost (or designee)
Certificate[5]					
Establish, rename or disestablish a certificate	Include on College/School Academic Plan	Recommendation required[1]	Recommendation required[3]	Recommendation required	Provost (or designee)
Minor					
Establish, rename or disestablish a minor	Include on College/School Academic Plan	No action required	Recommendation required[3]	No action required	Provost (or designee)
Existing graduate program					
Change an existing graduate program; establish a collaborative, concurrent or dual program	Contact the Graduate College	Approval required [1]	No action required	No action required	Provost (or designee)
Course[6]					
Establish New Course	Submit proposal in Curriculum ChangeMaker	No action required	No action required	Recommendation required (Consent agenda)	Provost (or designee)
Existing Course deletions or modifications (e.g., prefix, number, title, description)	Submit proposal in Curriculum ChangeMaker	No action required	No action required	No action required	Provost (or designee)
Admission standards					
Changes to existing admission standards	Dean's approval required	Recommendation required[1]	No action required	No action 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

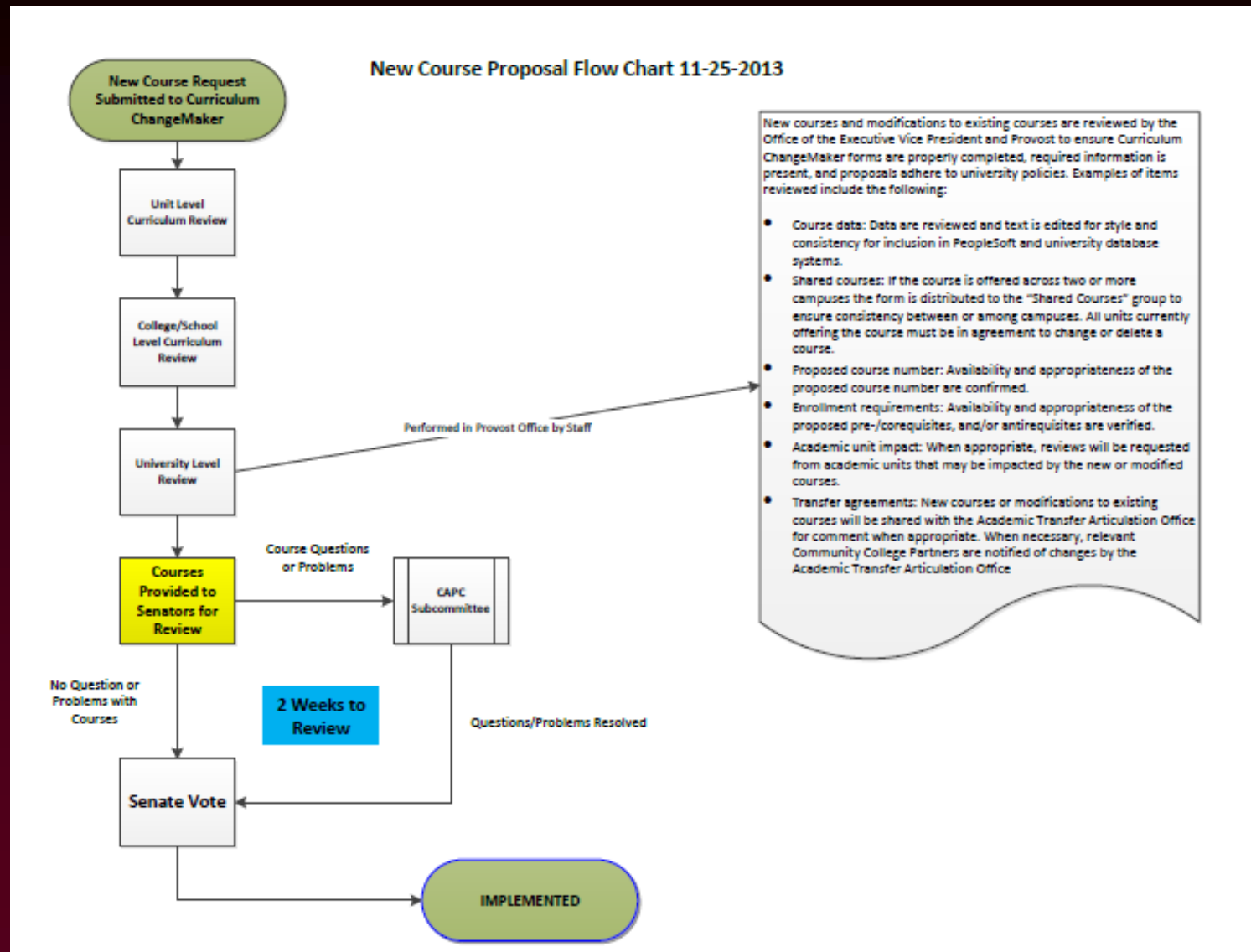## Further Justification for the New Course Policy And Procedures After July 2011

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 on-line 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 Course Request Submitted to Curriculum ChangeMaker → Unit Level Curriculum Review → College/School Level Curriculum Review → University Level Review

Performed in Provost Office by Staff

Courses Provided to Senators for Review

Course Questions or Problems → CAPC Subcommittee

No Question or Problems with Courses

2 Weeks to Review

Questions/Problems Resolved

Senate Vote → IMPLEMENTED

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

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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.
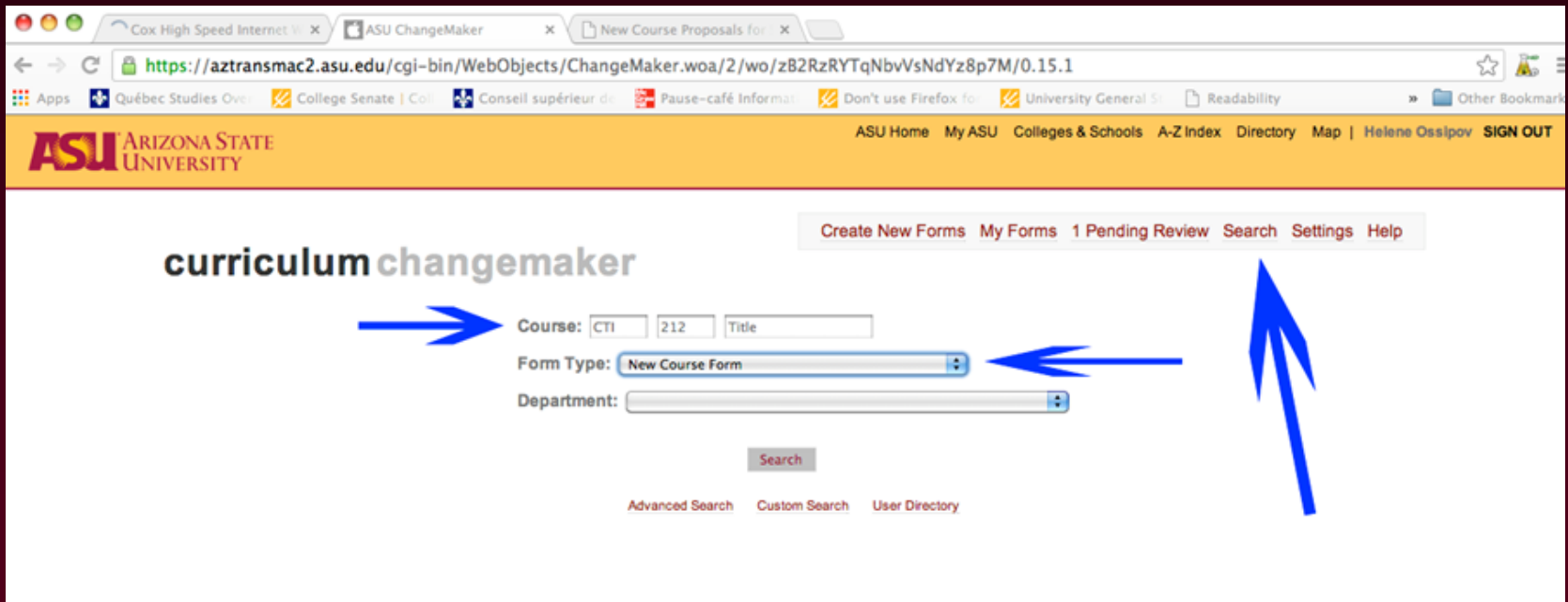
New Course Proposals: How to access the proposals

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.**

Teaching & Student Support Tools		
Refer a Student	Blackboard Course Request
Clickers @ ASU	Book Adoption & Syllabi Management
Grading Policies and Info	Curriculum ChangeMaker
Roster Contacts	CurricUNET
Eval & Educational Effectiveness	Graduate Admissions File Review
Course Evaluations	Academic Catalog
Academic Personnel	Class Search
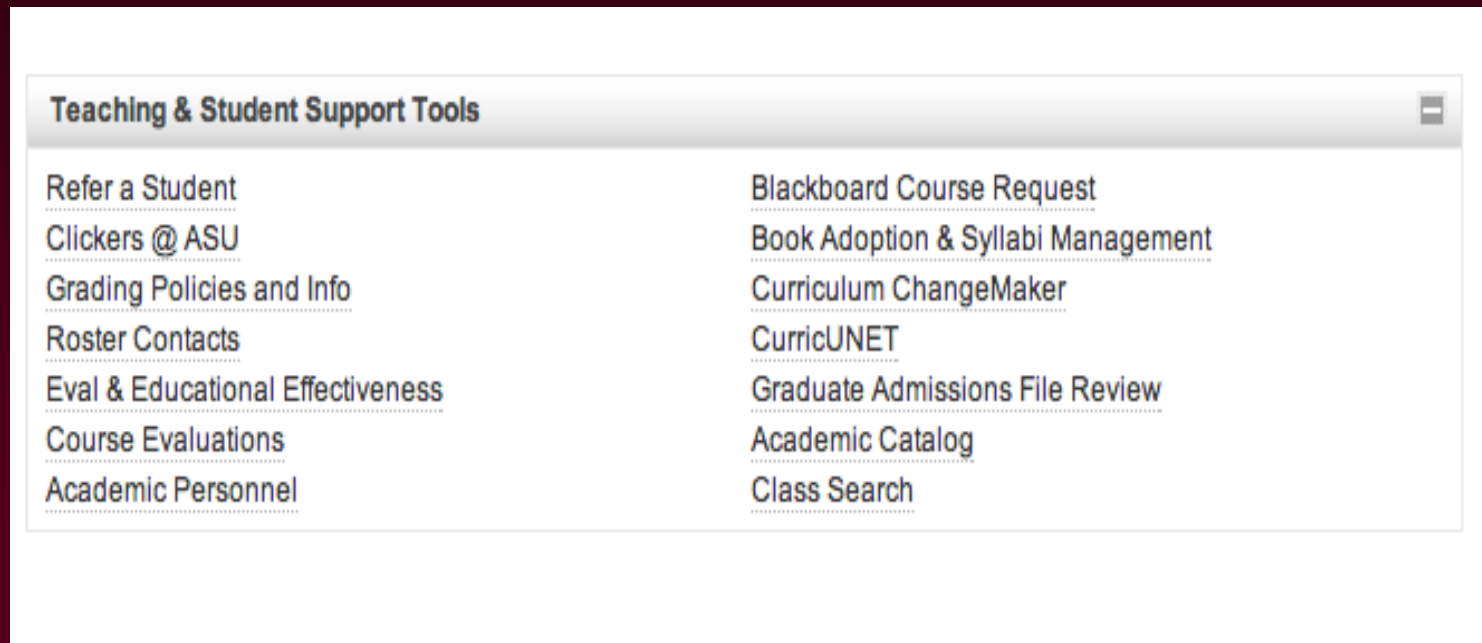
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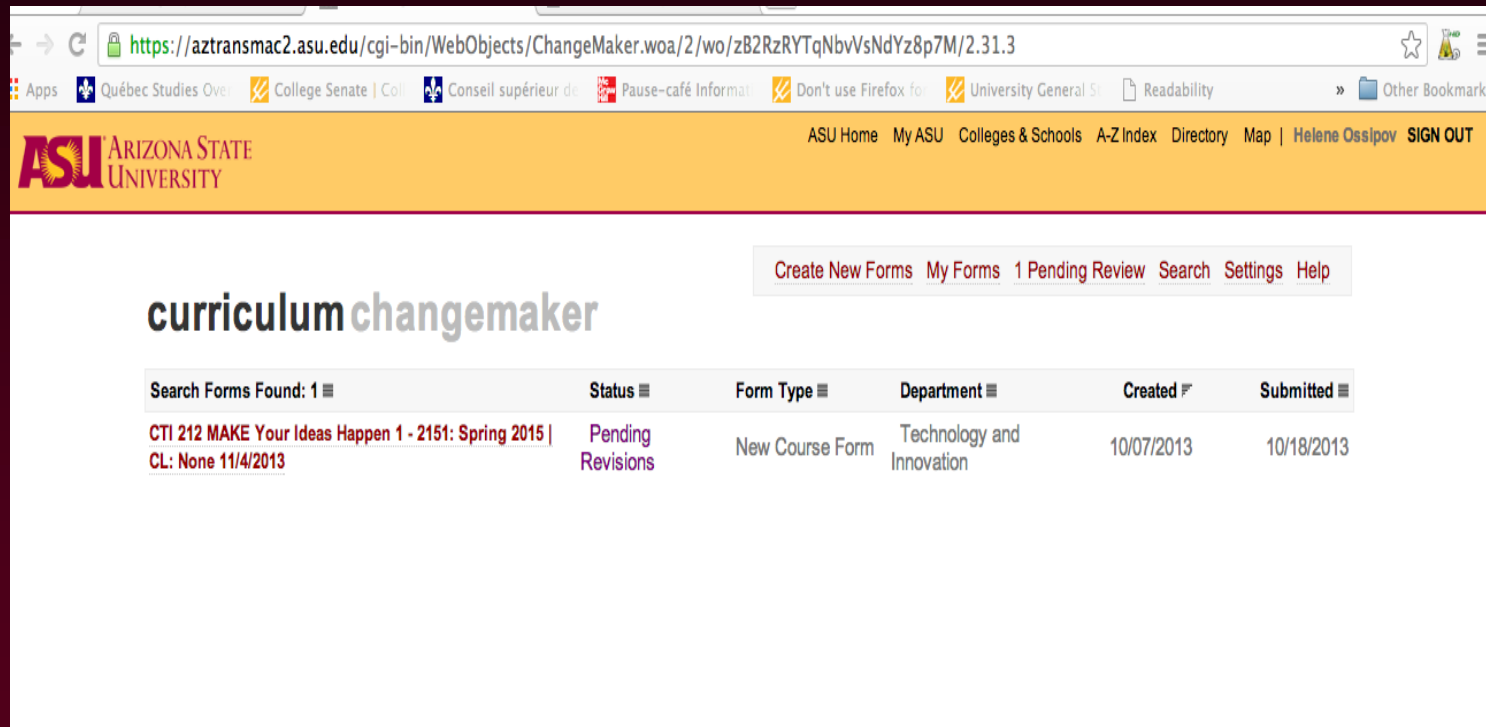
3. You will be brought to this page. If you're not on this page, then click on Search to get to this page. Fill in the prefix and number of the course you want and select New Course Form in the drop-down menu for Form Type.

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.