

WKU CURRICULUM PROCESS PROPOSAL: January, 2012

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Ad hoc Governance Committee

Julie Shadoan, University College, Chair
Sharon Mutter, College of Education and Behavioral Sciences
John White, College of Health and Human Services
Robert Dietle, Potter College of Arts and Letters
Claus Ernst, Ogden College of Science and Engineering
Brian Coutts, University Libraries
Mel Borland, Gordon Ford College of Business
Kelly Madole, University Senate, non-voting
Gordon Emslie, Provost and VP of Academic Affairs, non-voting

WKU CURRICULUM PROCESS PROPOSAL: January, 2012

WEEK ONE:

1. Approved proposal is forwarded to college curriculum committee for review and approval.
2. Approved proposal is forwarded to college dean for review and completion of resource affidavit (form to be provided by WKU Academic Council).

WEEK TWO:

3. College submits new program proposals for CPE posting in cooperation with Academic Affairs.
4. Approved proposal and resource affidavit are forwarded to WKU Academic Council Executive Committee for compliance review and routing instructions.

WKU Academic Council Executive Committee membership. This Committee shall consist of: the Academic Council Chair, the Academic Council Vice Chair, the Academic Council Standing Committee Chairs (4), and staff person (new position to be housed in AA, assigned to faculty governance)

5. Non-compliant proposal shall be returned by the WKU Academic Council Executive Committee to the proponent with explanation of non-compliance.

WEEK THREE:

6. Compliant proposals and resource affidavits shall be routed simultaneously in e-form by the Executive Committee to the Instructional Council and one or more of the following Academic Council Standing Committees (ACSC) for review, editing, comment and committee recommendation: a) standing committee for graduate curriculum; b) standing committee for undergraduate curriculum; c) standing committee for general education curriculum; and d) standing committee for teacher certification curriculum. The Executive Committee shall post a Master Copy of each proposal for the purpose editing, comment and recommendation by the appropriate standing committees and the Instructional Council.

Instructional Council membership.* This Council shall consist of a representative from the Provost's office, a representative from each college dean's office; a representative from the graduate dean's office; a representative from the libraries dean's office; and a representative from the Registrar's office.

Standing Committee for Graduate Curriculum.** This Committee shall consist of voting members from each of the colleges and the Libraries.

Standing Committee for Undergraduate Curriculum.** This Committee shall consist of voting members from each of the colleges and the Libraries.

Standing Committee for General Education Curriculum.** This Committee shall consist of voting members from each of the colleges and the Libraries.

Standing Committee for Teacher Certification Curriculum.** This Committee shall consist of voting members from each of the colleges and the Libraries.

*Represents advisory, non-voting members of the Academic Council.

**Represents voting members of the Academic Council, to be elected by the colleges to serve no more than two, consecutive, three-year terms. Initial membership shall be staggered so that no more than one-third of any standing committee will rotate off at a given time.

WEEK FOUR:

7. A public meeting shall be held by each Standing Committee at which time each proposal received by it shall be addressed. The proponent must be present at this meeting.

WEEK FIVE:

8. Each Standing Committee shall submit edits, comments and recommendations reached as a result of the public meeting to the Master Copy of each proposal for final consideration by the WKU Academic Council.

WEEK SIX:

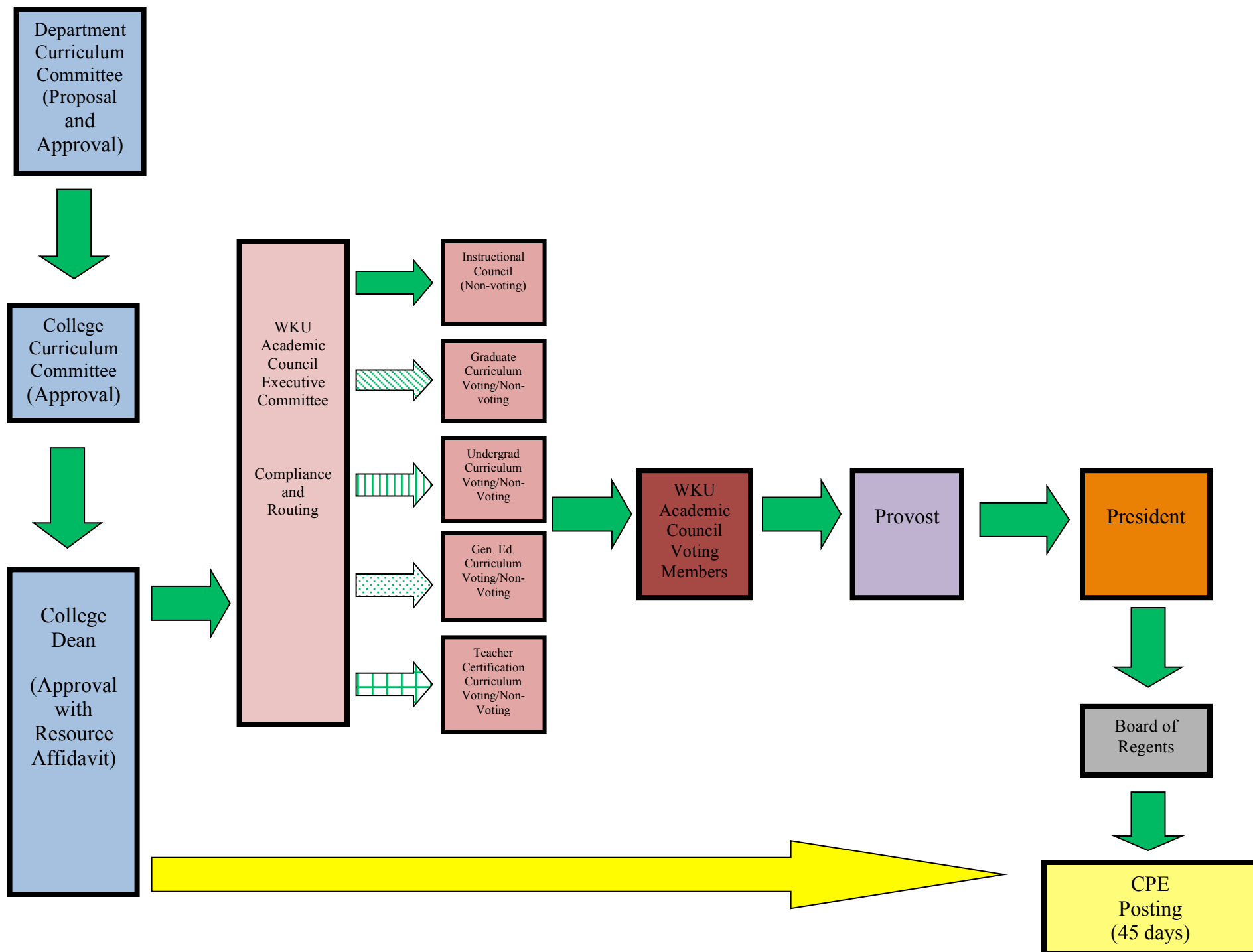
9. The WKU Academic Council shall review all submissions by the Standing Committees and the Instructional Academic Council. For new programs, the WKU Academic Council shall review the status of the CPE posting. The WKU Academic Council shall then hold a public meeting to address all proposals. At this meeting, the staff assistant and the Registrar, or her representative, should be present. It is also highly recommended that proponents attend this meeting.

The WKU Academic Council membership. The Academic Council shall consist of forty-two (42) full-time faculty members and student members as follows: six (6) members from CEBS; six (6) members from CHHS; six (6) members from GFCB; six (6) members from Ogden; six (6) members from Potter; six (6) members from University College; six (6) members from the Libraries; and two (2) students.

The newly elected members of the WKU Academic Council shall meet prior to the beginning of the academic year to elect a Chair and Vice Chair. The Chair and Vice Chair do not serve on any Standing Committee. The remaining newly elected members shall caucus by college/library/student group to determine which faculty member/student shall serve on which Standing Committee.

WEEK SEVEN:

10. The WKU Academic Council shall submit a report with recommendations for each proposal to the Provost in e-form, and shall also post this report publicly.



WKU Academic Council: Curriculum

