



**GUIDELINES OF THE  
UNDERGRADUATE CURRICULUM COMMITTEE**

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## INTRODUCTION

The Undergraduate Curriculum Committee (UCC) is a standing committee of the University Senate as defined in part IV-A of the University Senate Charter (\*\*clarifying language\*\*). Composed of regular and advisory members representing the faculty, administration, and student body, the Undergraduate Curriculum Committee makes recommendations "to the University Senate concerning university-wide [undergraduate] academic policies" and reviews "particular [undergraduate] programs and courses to determine whether they meet established standards" (Charter of the University Senate, 2001, p. 6). Specific functions of the Undergraduate Curriculum Committee are covered under UCC Bylaws Section IV. The Charter of the University Senate and the Bylaws of the Undergraduate Curriculum Committee govern operation of the Undergraduate Curriculum Committee. The mission of the UCC is not simply to consider passage of undergraduate curricular and academic proposals but to insure the development of high quality undergraduate courses, programs, and academic policies that will help the University fulfill its academic mission.

As part of that, the UCC operates under the general idea that the consideration and facilitation of proposals, and the implementation of academic courses, programs, and policies is its overriding concern.

## NAVIGATING THE UNDERGRADUATE CURRICULUM COMMITTEE

These Guidelines are intended to help proponents navigate the UCC. Passed and approved by the UCC, the Guidelines establish the basic rules for proposal routing and formatting, as well as the other minutia of the committee. It may seem like a laborious process, but while it takes a few months because of meeting schedules it should not be all that difficult.

Keep in mind that the UCC exists to guide, advise, and recommend to the University Senate "university-wide academic policies" and in "particular programs and courses to determine whether they meet established standards," as per the Senate Charter. That means that the proponent will have to do the majority of the work—and in some cases a great deal of work—to bring a new course to final fruition. It may be helpful to think of the process in terms of a grant application. That is, for any new policy, new course, or revision of a course, proponents should think in terms of how to justify that proposal to the University-wide community that is represented by the UCC and the Senate. So, particular care must be taken to get the process right and to present a proposal case in the best way possible. Additionally, UCC documents become part of the permanent record of the University, so proponents should take great care in their preparation.

## GENERAL GUIDELINES FOR MEETINGS AND PROPOSALS

- I. The Undergraduate Curriculum Committee is governed by its Bylaws as approved by this Committee and the University Senate.
- II. Meetings of the UCC shall occur at a place and time agreed upon by the Committee at its initial August meeting and will be published on the UCC webpage, itself available from the University Senate website (at <http://www.wku.edu/Dept/Org/FS/>). In general meetings will occur on the fourth Thursday of each month during the regular school year.
- III. It is the responsibility of the department/program with an item on the *action agenda* of the Undergraduate Curriculum Committee to insure that a knowledgeable representative—in general the proponent or the head of the department housing that program—is present at the UCC meeting when the agenda item is being considered.
- IV. Departments/programs with items on the *consent agenda* need not be represented at the Undergraduate Curriculum Committee meeting. However, if an item is moved from the consent agenda to the action agenda and the affected department/program is not represented, that item may be postponed until the next meeting of the Undergraduate Curriculum Committee.
- V. The proposal submission schedule for the UCC will be published on the UCC website.
- VI. Appeals  
Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the College Curriculum Committee or other unit, accompanied by a rationale for the rejection. The unit shall have the opportunity to revise its proposal and resubmit it to the same committee. If the proposal is rejected a second time, the College Curriculum Committee or other unit shall have the right to appeal its case to the University Senate by submitting the proposal to the Chair of the University Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the College Curriculum Committee's or other unit's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.
- VII. The Undergraduate Curriculum Committee does not permit distribution of significantly revised proposals during the course of a meeting. If a proponent must make substantive revisions to a proposal that is scheduled for consideration at a Undergraduate Curriculum Committee meeting, the proponent is advised to withdraw the proposal and resubmit it for a future UCC meeting. Depending on the nature of the revisions, it may be necessary to resubmit revised proposals to preceding curricular bodies such as the college curriculum committee.
- VIII. It is not the role or responsibility of the Undergraduate Curriculum Committee to edit proposals for grammar and formatting rather than content during UCC meetings. The members and chairs of the college curriculum committees shall be responsible for

ensuring that proposals are free from grammatical errors and follow the formats and guidelines established by the UCC. If further editing should be required, the chair of the UCC shall have authority to edit proposals and at the same time gather from UCC members grammatical and formatting corrections prior to the meeting and then advise proponents on how to fix their proposals. Proposals that require substantial editing may be returned to the proponent at the discretion of the UCC chair.

## **TAKING A PROPOSAL THROUGH**

Revisions to already existing courses are relatively straightforward in that the course has usually been taught recently and some faculty member has experience with the course. A faculty member who would like to develop a new course may wish to consider offering it the first time as a special topics course. If the department does not have an appropriate special topics number, the course may also be offered as a "one-time-only" course. These two options are good ideas in that it allows someone to "test-drive" the course to gauge student interest, etc. However, the same course should not be taught repeatedly under the special topics number. Instead, a new course proposal should be submitted.

An important consideration for getting a proposal through the UCC is the type of item, which affects things like routing and the types of forms necessary for providing the committee with enough information so that it can properly consider a proposal. So, the first thing to do is to figure out the type of proposal, and then find out if it is an Information Item, Consent Item, or Action Item. The various proposals fall under the following categories:

- INFORMATION ITEMS (no vote required)
  - Proposals to offer courses on a one-time only basis
  - Change a Course Prefix (subject area)
- CONSENT ITEMS (vote required)
  - change course numbers
  - change course titles
  - change course prerequisites/corequisites/special requirements
  - change catalog course listings (as long as course content is not changed)
  - suspend courses
  - delete courses
  - reactivate courses
  - create community college equivalent courses
  - cross-list courses
  - change program (major, minor, certificate) titles
  - suspend programs
  - delete programs
  - reactivate programs
- ACTION ITEMS (vote required)
  - change course credit hours

- make multiple changes to existing courses
- create new courses
- re-offer "one-time-only" courses
- revise programs
- create new certificate programs
- create new minors
- create new degree programs
- create academic policies and regulations
- revise academic policies and regulations

After determining the type of proposal go to the appendix of this tome, or to the website, and find the appropriate proposal format.

Each proposal format contains specific information regarding that type of proposal that proponents must utilize in order to have your proposal approved by the University. That is, the proposals formats found in the appendix and online are the **required** formats for getting a proposal through the Senate and on to final approval. Use of the wrong form will probably result in the whole thing being returned to the proponent for reworking and resubmission. The reason for this is that the correct proposal format is critical to ensure that the committee gets all the information it needs to consider the proposal. Not all forms have the same kind of information, but each has the information necessary to help the UCC understand that particular item.

Additionally, because submission of proposals to the UCC is done electronically, proponents should maintain an electronic copy of their proposals and maintain close contact with their department head and Dean's Office at all times.

### **PROPOSAL FORMATS**

All proposals must follow exactly the format specifications indicated herein. Incomplete proposals and proposals that do not follow the designated format may be sent back to the sponsoring unit at the discretion of the Chair of the Undergraduate Curriculum Committee.

All items in a proposal template (with the exception of "Multiple Revisions to a Course") must be included in a completed proposal; if a particular item is not applicable to the proposal, the item should still be included with the notation "not applicable." Additional outline levels or items should not be added to a proposal.

In completing a proposal, use of the first person should be avoided. Underlining, boldface, spacing and other formatting should be used to make the proposal easy to read. Unless asked for a specific piece of information (such as course title or course number), a list of information (such as course objectives or tentative texts), or a catalog course listing, complete sentences should be used in addressing the items in the proposal.

All course proposals must be accompanied by one copy of the completed Course Inventory

Form. All program proposals must be accompanied by one copy of the completed Program Inventory Form and include the following types of proposals.

The different types of proposals will need the following completed forms, all of which can be found on the UCC website:

- I. Course Revisions
  - A. The appropriate course revision form (see above)
  - B. Course Inventory Form
- II. New Courses
  - A. "Proposal to Create a New Course"
  - B. Course Inventory Form
  - C. Library Resources Form
  - D. An attached bibliography
- III. Programs Revisions
  - A. The appropriate program revision form
  - B. Program Inventory Form
- IV. New Programs
  - A. The appropriate New Program Form
  - B. Program Inventory Form
- V. Academic Policies
  - A. Academic policies form

You can find each of the different types of proposal forms and the library resources form in the appendix of this document or on the UCC website.

### **PROPOSAL ROUTING**

Curricular and policy proposals may originate from a number of university units, including departmental programs, departments, colleges, interdisciplinary programs, the Office of the Registrar, and the Office of the Vice President for Academic Affairs.

As a rule, curricular proposals from programs/departments shall be routed through committees as specified in the Undergraduate Curriculum Committee Guidelines. An undergraduate or graduate college curriculum committee must review interdisciplinary curricular proposals. Under ideal circumstances, the college whose programs are most closely related to the topic of the curriculum proposal needing review should review an interdisciplinary curricular proposal. If no college obviously seems most appropriate, then the Undergraduate Curriculum Committee Chair will assign the proposal to a college curriculum committee at his or her discretion or on a rotating basis.

Non-curricular proposals may be referred by the Chair to the Academic Policy Subcommittee of the Undergraduate Curriculum Committee.

Depending on the type of proposal, then, here are the routing guidelines for proposals, which takes into account not just the UCC but also the General Education Committee—which considers courses that have Gen Ed components—and the Professional Education Council—which considers courses related to Teacher Education Certification

## **I. Existing Courses**

### **A. General Guidelines**

1. Existing courses begin with the proponent, move through the department, after which the department head forwards the proposal to the appropriate college curriculum committee.
2. From there the Dean's Office of the college collects the various proposals, prepares an agenda, and submits that agenda to the UCC. The Dean's Office then also submits one copy of the course inventory forms to the Office of Academic Affairs.

### **B. Proposals with Professional Education Council (PEC) Component**

1. Existing courses with a Professional Education component begin with the proponent, move through the department, after which the department head forwards the proposal to the appropriate college curriculum committee.
2. From there the Dean's Office of the college sends the proposal to the PEC.
3. Upon approval by the PEC, the proposals are returned to the Deans' offices of the respective colleges.
4. From there the Dean's Office of the college collects the various proposals, prepares an agenda, and submits that agenda to the UCC. The Dean's Office then also submits one copy of the course inventory forms to the Office of Academic Affairs.

### **C. Proposals with a Gen Ed Component**

1. Existing courses begin with the proponent, move through the department, after which the department head forwards the proposal to the appropriate college curriculum committee.
2. From there the Dean's Office of the college collects the various proposals, prepares an agenda, and submits that agenda to the UCC and Gen Ed Committee. The Dean's Office then also submits one copy of the course inventory forms to the Office of Academic Affairs.
3. Courses of this type may be submitted to the UCC and the Gen Ed committee at the same time.

## **II. New Courses**

### **A. General Guidelines**

1. In general new courses move through the process in much the same way as existing courses.
2. New courses begin with the proponent, move through the department, after which the department head forwards the proposal to the appropriate college curriculum committee.
3. From there the Dean's Office of the college collects the various proposals, prepares an agenda, and submits that agenda to the UCC. The Dean's Office then also submits one copy of the course inventory forms, the library resources forms, and the bibliographies to the Office of Academic Affairs.

## B. Proposals with a Professional Education Component

1. New courses with a Professional Education component begin with the proponent, move through the department, after which the department head forwards the proposal to the appropriate college curriculum committee.
2. From there the Dean's Office of the college sends the proposal to the PEC.
3. Upon approval by the PEC, the proposals are returned to the Deans' Offices of the respective colleges.
4. From there the Dean's Office of the college collects the various proposals, prepares an agenda, and submits that agenda to the UCC. The Dean's Office then also submits one copy of the course inventory forms, the library resources forms, and the bibliographies to the Office of Academic Affairs.

## C. Proposals with a Gen Ed Component

1. Existing courses begin with the proponent, move through the department, after which the department head forwards the proposal to the appropriate college curriculum committee.
2. From there the Dean's Office of the college collects the various proposals, prepares an agenda, and submits that agenda to the UCC.
3. The Dean's Office then submits one copy of the course inventory forms, the library resources forms, and the bibliographies to the Office of Academic Affairs.
4. After passage by the UCC the proposals are then sent to the Gen Ed committee. So, new courses must be approved by the UCC **before** they go to the Gen Ed committee.

Any proposal rejected by the Undergraduate Curriculum Committee goes back to the college curriculum committee or other unit.

In any of the above routing cases, if the Professional Education Council declines to endorse the proposal, the unit responsible for submitting the proposal may withdraw the proposal, make revisions, and re-submit it. The unit also has the option of sending the proposal to the Undergraduate Curriculum Committee without the endorsement; however, courses not approved by the Professional Education Council may not be counted toward a program approved for certification by Kentucky's Educational Profession State Board.

For any approved proposal that is changed in any way at a Undergraduate Curriculum Committee meeting, three printed copies of the corrected proposal must be submitted by the sponsoring unit to the Office of the Vice President for Academic Affairs within one week following the meeting.

### **THEN WHAT?**

UCC-approved proposals are forwarded by the UCC Chair to the University Senate as part of a consent agenda. Items approved by the University Senate are forwarded as recommendations to the Office of the Vice President for Academic Affairs for final consideration.

## INSTRUCTIONS FOR PREPARATION OF AGENDAS BY THE DEANS' OFFICES

Deans' Offices staff have one of the harder jobs in that they have to coordinate the ebb and flow of the various proposals as they move from college curriculum committees to PEC, Gen Ed, UCC, Senate, and Academic Affairs. In general Deans' Offices should refer to the routing information detailed above in figuring out what to send where and when. There are a few things to remember, though.

Proposals will come from the College Curriculum Committees containing a proposal form, an Inventory Form of one kind or another, and then possibly a library resources form and a bibliography, depending on the type of proposal. The Course and Program Inventory Forms, library form and bibliography for each proposal can be stapled together packed with all the other forms, and sent to Academic Affairs. Deans' Offices should also get electronic copies of each of the proposals. Only proposal forms go to the UCC.

Those proposal forms should be bundled into an agenda, with the items arranged in the order of Information, Consent, and then Action. The cover sheet should be the first item, and within each category the items should be arranged by "type" rather than department. So, for instance, place in sequence all the Course Revisions, then the New Courses, Program Revisions, New Programs, etc. The order of these is not as critical as placing the items together, which saves the committee and more importantly the Recorder, a great deal of time. The cover sheet should be in the following format, taken from a recent example:

<p><b>College of Education and Behavioral Sciences (CEBS)</b>  <b>Office of the Dean</b>  <b>54662</b></p> <p><i>REPORT TO THE UNDERGRADUATE CURRICULUM COMMITTEE</i></p> <p>Date: November 8, 2004  The following items are being forwarded for consideration at the November 23, 2004 meeting:</p>	
Type of Action	Description of Item and Contact Information
Consent	Action: Revise Catalog Course Listing Item: PSY 290 Contact person: Steven Haggbloom Email: steven.haggbloom@wku.edu Phone: 54427
Consent	Action: Revise Course Title Item: PSY 321 Contact person: Steven Haggbloom Email: steven.haggbloom@wku.edu Phone: 54427
Action	Action: Revise Programs Item: Major in Psychology, Extended Major in Psychology, Minor in Psychology Contact person: Steven Haggbloom

	Email: steven.haggbloom@wku.edu Phone: 54427	
Action	Action: Create a New Course Item: PSY 435 Contact person: Pitt Derryberry Email: pitt.derryberry@wku.edu Phone: 55250	

From there simply paste the various proposals into a Word file, in the order of the agenda, and send them as a .rtf file to the chair of the UCC.

### **DEADLINES**

Departmental and college deadlines for submission of curricular and non-curricular proposals vary, so proponents are encouraged to check with their individual departments and colleges. Proponents should consult with their college Deans' offices regarding specific college-related requirements, such as number of copies and provision of electronic files for on-line submission. Proponents should also consult with the Professional Education Council, the General Education Committee, and the Graduate Council regarding their submission requirements if the proposal requires review by one or more of these committees. Deadlines for submission of proposals to the Undergraduate Curriculum Committee and the University Senate can be found on the online administrative calendar.

The UCC calendar will be forwarded to Deans' offices by UCC chair in spring of previous year, and will be available on the UCC website year-round.

**CAVEAT:** Only those curricular and non-curricular changes approved by the University Senate will be printed in university schedule bulletins and catalogs. Therefore, advanced planning is required to insure that curricular and non-curricular proposals are approved by all committees prior to the printing of course schedule bulletins and university catalogs. The UCC calendar will note deadlines for catalog and schedule bulletin submissions, so be aware of those times in order to get proposals through and approved by the Senate in time for them to appear in a particular publication.