

# The Senate of Michigan Technological University

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## PROPOSAL 1-73

### TO ESTABLISH PROCEDURE FOR COURSE AND CURRICULUM CHANGE (To replace Policy 1-71)

#### I. Purpose of Procedure

The intent is to make explicit and generally understood the means whereby course and curricula changes are accomplished. By so doing, Departments and Colleges can be currently aware of the status of their requests, while University-wide review of changes is maintained.

#### II. Type of Changes

Course additions, course deletions, and curricula changes included here are those which customarily have been reviewed by the University Curriculum Committee. They exclude minor changes in catalog copy which are accomplished by Departments directly. Also excluded are changes in degree programs which fall under Senate Policy 10-70.

#### III. \*Committees

Henceforth, the University Curriculum Committee shall be known as the University Course Review Committee. It shall be composed of 9 members elected from 9 different academic departments, with the terms of 3 members expiring each year. The Vice President for Academic Affairs shall appoint its chairman, be ex-officio member, and administer its membership to achieve equal departmental representation through time. The separate Curriculum Committee for two-year programs in Applied Technology shall operate at the level of a college course review committee.

#### IV. Procedures

- A. Since departmental faculty have the basic competence and experience to make the necessarily recurring changes in curricula, faculty considerations and approval are essential. Examination and approval by the appropriate departmental faculty is necessary before any request for change is submitted to the College or University Course Review Committees. Each request shall be made with brief written justification.
- B. Departmental requests for change shall be forwarded to the appropriate Dean for consideration by any College Course Review Committee.
- C. \*\*After consideration and any necessary Department-College resolution, requests shall be forwarded in ten copies to the Chairman and members of the University Course Review Committee. The Committee may seek additional information and testimony it deems relevant to its deliberations. Approval or rejection with explanation, shall immediately be sent to affected Colleges, Schools, and Departments. A report of Committee activities, with a complete list of actions taken on specific courses, shall be distributed to the academic faculty at least once each

quarter. If the University Course Review Committee does not give notice of its disposition of a course request by the end of the quarter following the quarter in which the request was submitted (excluding summer quarter), the submitting department may place the requested change into effect.

- D. \*\*Should any action of the University Course Review Committee be subsequently reversed or modified by the President of the University, the President shall notify the Committee and the Faculty Senate, with explanation.

\* Indicates Addition

\*\* Indicates Change

**Proposal withdrawn by Committee: 28 February 1973**