

Date of approval:

9/2/16

Names and titles of parties who approved:

June Canty, AVCAA

Elizabeth Soliday, Chair, CFR

Curriculum Change Process

The following text and instructions are adapted from the WSU Provost's Office "Academic Procedures" and the Registrar's Office sites. Please refer to the Provost's Office site for detailed information:

<https://provost.wsu.edu/procedures/degree-approval/>

Refer to the Registrar's Office website for appropriate forms:

<http://curriculumchange.registrar.wsu.edu/>

The process described here applies only to adding or deleting options (within the same WSU degree code), certificates, minors, individual courses, or other curricular changes below the level of degrees. *Note that this process must be followed even if another campus has submitted the same Major Change for approval.

1. Academic director (AD) or designee

- Obtains forms available at the registrar.wsu.edu/ropubs site.
- Completes Major Change form and provides supplementary text outlined within the document linked above.
- Obtains chair and dean signatures.
- Submits completed form to Vice Chancellor of Academic Affairs (VCAA) or Associate VCAA.

2. VCAA/AVCAA

- Reviews proposal within 15 days to ensure proposal is complete and that it fits within campus plan and resources.
- Routes to library and VC of F & O for review/approval (15 day window).
- Notifies Vancouver Council of Faculty Representatives (CFR) chair that proposal is underway.
- Communicates with academic director on decision, which may be:
 - Return proposal to academic director because it is not in keeping with campus plan or resources.
 - Return proposal to academic director for more information/revision.
 - Forward proposal and evidence of library and VC of F & O approval to CFR chair.

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3. CFR chair

- Initiates CFR internal process outlined in Appendix A.
- Communicates final vote/recommendation to VCAA/AVCAA.

4. VCAA/AVCAA

- Prepares letter of support (including statement from CFR).
 - Shares LOS with AD.
- Submits complete package to Provost's office.

5. Faculty Senate catalog, budget, library, and DOP subcommittees

- Review proposal.
- Forward reports to appropriate undergraduate or graduate subcommittee.

6. Graduate Studies or Faculty Senate Sen Academic Affairs subcommittee

- Review proposal.
- Send to full Faculty Senate for discussion and vote.

7. Faculty Senate

- Places proposal on available meeting agenda for discussion.
- Votes on proposal at subsequent meeting.
- Communicates senate recommendations to provost.

8. Provost

- Prepares document for Board of Regents
- Notifies VCAA/AVCAA

9. VCAA/AVCAA

- Notifies AD and CFR chair

Sources: Provost's Office, Registrar's Office, Faculty Senate, Interinstitutional Committee for Academic Program Planning (ICAPP), and CFR Website

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Appendix A.

CFR Internal Process for Reviewing Major Changes

1. CFR chair

- Distributes revised proposal to CFR members.
- Schedules discussion for recommendation on next CFR meeting agenda.
- Places notice of major change review on CFR website.

2. CFR

- Discusses and votes on proposal following presentation.

Vote categories:

- Support
- Support with revisions
- Do not support
- Table for further discussion

3. CFR chair

- Follows up on CFR vote:
 - Support → CFR chair sends letter to VCAA/AVCAA, cc's Faculty Senate Steering Committee.
 - Support with revisions →
 - Sends revision requests to proposal author.
 - Collects and circulates revised proposal for final vote at next CFR meeting.
 - Drops proposal from agenda if revisions not received.
 - Do not support → Provides VCAA/AVCAA explanation for decision.
 - Table for further discussion at next CFR meeting →
 - Requests motion for final vote at the meeting

Vote categories:

- Support (see subsequent procedures above)
- Support with revisions (see subsequent procedures above)
- Do not support (see subsequent procedures above)