

2023-2024 CURRICULUM CHANGE PROCEDURES

APPROVAL AND NOTIFICATION PROCESS	REQUIRED MATERIALS
NEW COURSE: 100% new content	
<ol style="list-style-type: none"> 1. Letter of interest to Associate Dean of College 2. Department Curriculum Committee - Approval 3. College Curriculum Committee - Approval 4. As relevant, for approval: <ol style="list-style-type: none"> a. General Education Committee b. Teacher Education Committee c. Graduate Education Council 5. Council for Academic Affairs - Approval 6. Faculty Senate - Notification 	<p>BEFORE starting paperwork, email Dana (copy Michele) with:</p> <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Draft Syllabus and Curriculum Map <p>AFTER Dana's feedback, complete:</p> <ol style="list-style-type: none"> 1. Substantial Curriculum Change Form 2. General Education Application, if applicable * 3. Syllabus 4. Curriculum Map ** 5. Four-Year Planner (undergraduate) ** 6. Recorded Department Committee Approval Vote <p>SEND Items 1-6 to Michele as attachments to a single email by materials due date.</p> <p>* GE courses: Consult with Erin Presley and JP Steans before completing paperwork.</p> <p>**New courses that are included in a new or substantially revised program should be submitted as a collection.</p>
SUBSTANTIAL REVISED COURSE: 50-99% revised content as measured via student learning outcomes, description, and/or title <i>Examples: Renumbering course to a different level (e.g. 200 to 300), revising more than 50% of student learning outcomes</i>	
<ol style="list-style-type: none"> 1. Department Curriculum Committee - Approval 2. College Curriculum Committee - Approval 3. As relevant, for approval: <ol style="list-style-type: none"> a. General Education Committee b. Teacher Education Committee 4. Council for Academic Affairs - Approval 	<p>BEFORE starting paperwork, email Dana (copy Michele) with:</p> <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Draft Syllabus with marked & highlighted changes <p>AFTER Dana confirms this is a substantial change, complete:</p> <ol style="list-style-type: none"> 1. Substantial Curriculum Change Form 2. General Education Approval Form, if applicable * 3. Revised syllabus 4. Revised Curriculum Map, if impacted 5. Revised Four-Year Planner, if impacted 6. Recorded Department Committee Approval Vote <p>SEND Items 1-6 to Michele as attachments to a single email by materials due date.</p> <p>* GE courses: consult Erin Presley and JP Steans</p>

APPROVAL AND NOTIFICATION PROCESS	REQUIRED DOCUMENTS
<p>ROUTINE REVISED COURSE: 25-49% revised content measured via student learning outcomes, description, and/or title <i>Examples: Prerequisite and corequisite changes</i></p>	
<ol style="list-style-type: none"> 1. Department Curriculum Committee - Approval 2. College Curriculum Committee - Approval 3. As relevant, for notification: <ol style="list-style-type: none"> a. General Education Committee b. Teacher Education Committee 4. Council for Academic Affairs - Notification 	<p>BEFORE starting paperwork, email Dana (copy Michele) with:</p> <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Draft Syllabus with marked & highlighted changes <p>AFTER Dana confirms this is a routine change, complete:</p> <ol style="list-style-type: none"> 1. Routine Curriculum Change Form 2. Revised Syllabus 3. Recorded Department Committee Approval Vote <p>Send Items 1-3 to Michele as attachments to a single email by materials due date.</p>
<p>EDITORIAL REVISED COURSE: 0-24% revised content as measured via student learning outcomes, description, and/or title <i>Examples: Course title change, prerequisite change, drop former equivalent course number</i></p>	
<ol style="list-style-type: none"> 1. Department Curriculum Committee - Approval 2. College Curriculum Committee - Approval 3. As relevant, for notification: <ol style="list-style-type: none"> a. General Education Committee b. Teacher Education Committee 4. Council for Academic Affairs - Notification 	<p>BEFORE starting paperwork, email Dana (copy Michele) with:</p> <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Draft Syllabus with marked & highlighted changes <p>AFTER Dana confirms this is an editorial change, complete:</p> <ol style="list-style-type: none"> 1. Routine Curriculum Change Form 2. Revised Syllabus 3. Recorded Department Committee Approval Vote <p>Send Items 1-3 to Michele as attachments to a single email by materials due date.</p>
<p>REMOVING A COURSE FROM A PROGRAM OF STUDY: remove or drop a course</p>	
<ol style="list-style-type: none"> 1. Department Curriculum Committee - Approval 2. College Curriculum Committee - Approval 3. As relevant, for notification: <ol style="list-style-type: none"> a. General Education Committee b. Teacher Education Committee 4. Council for Academic Affairs - Notification 	<ol style="list-style-type: none"> 1. Course Drop Form <ul style="list-style-type: none"> ➤ <i>This form is used to make a course no longer available at EKU.</i> ➤ <i>The Program Revision process is used to remove a course from a program of study (but the course is still offered at EKU).</i> 2. Recorded Department Committee Approval Vote <p>Send to Michele as an email attachment by materials due date.</p>

APPROVAL AND NOTIFICATION PROCESS	REQUIRED DOCUMENTS
NEW PROGRAM: 25-100% new content and a request for a new CIP code	
<ol style="list-style-type: none"> 1. Letter of interest to Associate Dean of College 2. Associate Provost - Consultation 3. Department Curriculum Committee - Approval 4. College Curriculum Committee - Approval 5. As relevant, for approval: <ol style="list-style-type: none"> a. Teacher Education Committee b. Graduate Education Council 6. Dean's Council- Approval (Certificates as Notifications) 7. Council for Academic Affairs - Approval 8. Faculty Senate - Approval 9. ECU Board of Regents - Approval 10. Kentucky Council for Postsecondary Education - Approval 11. SACSCOC - Approval 	<ol style="list-style-type: none"> I. Schedule a consultation with Jennifer Wies and Dana. II. BEFORE starting paperwork, email Dana (copy Michele) with: <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Narrative with program info (see checklist) <p>AFTER Dana & Jennifer's feedback, complete:</p> <ol style="list-style-type: none"> 1. New Program Proposal Form 2. Substantial Curriculum Change Form 3. New Minor, Concentration, University or Department Certificate Proposal Approval Form, if applicable 4. Curriculum Map 5. Four-Year Planner (undergraduate) 6. Recorded Department Committee Approval Vote <p style="color: red;">Send Items 1-6 to Michele as attachments to a single email by materials due date.</p>
REVISED PROGRAM (SUBSTANTIAL): revise 50-99% of program content as measured via program-level learning objectives, description, and/or title <i>Examples: revisions to a program core, adding or deleting a minor or concentration, changing a CIP code, combining or separating existing programs, changing program delivery modality</i>	
<ol style="list-style-type: none"> 1. Letter of interest to Associate Dean of College 2. Associate Provost - Consultation 3. Department Curriculum Committee - Approval 4. College Curriculum Committee - Approval 5. As relevant, for approval: <ol style="list-style-type: none"> a. Teacher Education Committee 6. Council for Academic Affairs - Approval 7. Faculty Senate – Notification 	<ol style="list-style-type: none"> I. Schedule a consultation with Jennifer Wies and Dana. II. BEFORE starting paperwork, email Dana (copy Michele) with: <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Narrative with program change info (see checklist) <p>AFTER Dana & Jennifer's feedback, complete:</p> <ol style="list-style-type: none"> 1. Substantial Curriculum Change Form 2. New Minor, Concentration, University or Department Certificate Proposal Approval Form, if applicable 3. Revised Curriculum Map 4. Revised Four-Year Planner (undergraduate) 5. Recorded Department Committee Approval Vote <p style="color: red;">Send Items 1-5 to Michele as attachments to a single email by materials due date.</p>

APPROVAL AND NOTIFICATION PROCESS	REQUIRED DOCUMENTS
<p>REVISED PROGRAM (ROUTINE): revise 1-49% of program content as measured via program-level learning objectives, description, and/or title <i>Examples: deleting dropped courses, updating course numbers and related credit hours, and revising supporting courses</i></p>	
<ol style="list-style-type: none"> 1. Letter of interest to Associate Dean of College 2. Associate Provost - Consultation 3. Department Curriculum Committee - Approval 4. College Curriculum Committee - Approval 5. As relevant, for notification: <ol style="list-style-type: none"> a. Teacher Education Committee 6. Council for Academic Affairs - Notification 	<ol style="list-style-type: none"> I. BEFORE starting paperwork, email Dana (copy Michele) with: <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC c. Narrative with program change info (see checklist) II. If substantive (25% or more) schedule a consultation with Jennifer Wies and Dana. <p>AFTER Dana & Jennifer’s feedback, complete:</p> <ol style="list-style-type: none"> 1. Substantial Curriculum Change Form 2. New Minor, Concentration, University or Department Certificate Proposal Approval Form, if applicable 3. Revised Curriculum Map 4. Revised Four-Year Planner (undergraduate) 5. Recorded Department Committee Approval Vote <p>Send Items 1-5 to Michele as attachments to a single email by materials due date.</p>
<p>CHANGE OF MODALITY: add a distance education modality to an existing academic program</p>	
<ol style="list-style-type: none"> 1. Letter of interest to Associate Dean of College 2. Associate Provost- Consultation 3. Department Curriculum Committee - Approval 4. College Curriculum Committee - Approval 5. As relevant, for approval: <ol style="list-style-type: none"> a. Teacher Education Committee b. Graduate Education Council 6. Dean’s Council- Approval 7. Council for Academic Affairs - Approval 8. Faculty Senate - Notification 9. ECU Board of Regents – Notification 10. Kentucky Council for Postsecondary Education - Notification 11. SACSCOC - Notification 	<ol style="list-style-type: none"> I. Schedule a consultation with Jennifer Wies and Dana. II. BEFORE starting paperwork, email Dana (copy Michele) with: <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC <p>AFTER Dana & Jennifer’s feedback, complete:</p> <ol style="list-style-type: none"> 1. Modality Change Program Proposal 2. Substantial Curriculum Change Form 3. Revised Curriculum Map 4. Revised Four-Year Planner (undergraduate) 5. Recorded Department Committee Approval Vote <p>Send Items 1-5 to Michele as attachments to a single email by materials due date.</p>

APPROVAL AND NOTIFICATION PROCESS	REQUIRED DOCUMENTS
PROGRAM CLOSURE: no longer admitting students to the academic program	
<ol style="list-style-type: none"> 1. Letter of interest to Associate Dean of College 2. Associate Provost - Consultation 3. Department Curriculum Committee - Approval 4. College Curriculum Committee - Approval 5. As relevant, for approval: <ol style="list-style-type: none"> a. Teacher Education Committee b. Graduate Education Council 6. Council for Academic Affairs - Approval 7. Faculty Senate - Notification 8. ECU Board of Regents - Notification 9. Kentucky Council for Postsecondary Education - Notification 10. SACSCOC - Notification 	<ol style="list-style-type: none"> I. Schedule a consultation with Jennifer Wies and Dana. II. BEFORE starting paperwork, email Dana (copy Michele) with: <ol style="list-style-type: none"> a. Description of proposed changes b. Requested date to be presented at CCC <p>AFTER Dana & Jennifer's feedback, complete:</p> <ol style="list-style-type: none"> 1. Program Closure Proposal 2. Teach-Out Plan 3. Substantial Curriculum Change Form 4. Recorded Department Committee Approval Vote <p>Send Items 1-4 to Michele as attachments to a single email by materials due date.</p>

NOTE: Associate Deans are responsible for notifying other Associate Deans of any curriculum change that may impact the curriculum of their Colleges.
Notification must occur prior to the CAA meeting.