

**OFFICE FOR ACADEMIC AFFAIRS
ST. CLOUD STATE UNIVERSITY
St. Cloud, Minnesota 56301
April 17, 2014**

Curriculum Policy Statement

St. Cloud State University recognizes the importance of broad involvement of the university community in the development and offering of high quality academic programs. After the 2011 LEAN process the faculty and administration agreed to purchase and implement an electronic curriculum process through Decision Academic, Inc. With the introduction of Decision Academic's software, Curriculum Navigator and Catalog Navigator, an electronic curriculum process is being initiated. This document represents the changes that must be made in the curriculum approval process as it migrates from a text-based medium to a data-driven, electronic and web based, medium.

The curriculum process continues the recognition of the Faculty Association's right and responsibility to make policy recommendations in the area of curriculum. This process recognizes the role of the faculty through Faculty Association curriculum committees: Major Unit (School or College) and the University Curriculum Committee (UCC); other Faculty Association standing committees may advise the curriculum committees, such as the Liberal Education Committee (LEC), the Graduate Committee (GC), etc.

The Faculty Association maintains the right to determine aforementioned committee membership, composition, and terms of appointments. The Liberal Education Committee and the Graduate Committee will serve as policy development and assessment groups. The University Curriculum Committee will serve as a policy group, as well as the unit responsible for making recommendations on all curricular/program requests. This policy does not diminish the rights of individual faculty members to propose curriculum as outlined in the bargaining agreement.

The electronic curriculum process moves curriculum into a web-based system that carries the curriculum through the workflow by alerting each group in each step of the process electronically. After curriculum is submitted to the workflow, all faculty and the Provost/Vice President for Academic Affairs or her/his designee will have access to the process to read, comment, or monitor the step the requests have reached. (A flowchart of the steps in the electronic process is attached.) In the final step of the process the Provost/Vice President for Academic Affairs or her/his designee will make her/his own recommendation to the President of the University, who has final authority.

Curriculum Recommendation and Approval Process

I. Dissemination of information

The Provost/Vice President for Academic Affairs or her/his designee is responsible for maintaining the curriculum website and the Decision Academic electronic curriculum software. All curriculum requests will be generated electronically and the request data and status will be viewable online by all faculty members at all steps in the process.

II. Origin and Preparation of Curriculum Requests

- A. Curriculum requests will originate from faculty member(s) within a department or academic unit (academic units will hereafter be referred to as **departments** to be consistent with the language used in Curriculum Navigator). With the exception of university-wide programs (e.g., Honors, Military Science, Orientation), every request must be sponsored by a department for processing to begin.
 - 1. Initiator. With the exception of university-wide course numbers, requests must be processed initially through an academic unit or department. Any individual faculty member with curricular voting rights within a department or unit may initiate a proposal.
 - 2. Academic Unit. Before a request is entered into the workflow, the department will review and make a recommendation according to each department's internal process for curriculum approval. Following the recommendation of the department, chairs can send the request back to the initiator for corrections or changes, or enter the proposal into the electronic system and send the request to the major unit curriculum committee. Minority opinions or requests shall be allowed to move to the next curriculum review step in compliance with the collective bargaining agreement, providing that such opinions or proposals are supported by the majority of a program's faculty or at least two departmental faculty members.
- B. All requests will continue through the curriculum process unless withdrawn by the initiator.
- C. Requests shall be submitted electronically into the Curriculum Navigator website. Listed below are the categories of requests:
 - 1. **Course Requests:** All new courses or changes to courses (i.e., requests formerly known as a Routine Editorial, Temporary or Permanent Workshop, or a Temporary Course) will be on a course form. Use the course form to create a new course or revise an existing course when the content revision is more than 25%; to add credits; to change the course description, title, rubric, etc.; or to discontinue (drop) the course from the university.

2. **Program Requests:** Any change to a program or request for a new program will be on a program request form. Use a program request for new programs or for changes to existing majors, minors, certificates and graduate programs including changes in program data listed in the online catalog. More than one change can be made on a program request but more than one program **cannot** be changed on a single program request.
3. **Supplemental Forms** (listed below) will be maintained on the Provost/Vice President for Academic Affairs' website and uploaded to Curriculum Navigator as attachments or supplements to a Course or Program request.
 - a. A **Liberal Education** (L) request or a Liberal Education Experience (LEE) request would be attached to a new course request or a copy of an existing course. Courses may fulfill no more than two goal areas. A request must be submitted for each goal area.
 - b. A **Special Curriculum** request will be used for program name changes, to reinstate a suspended course or program, create/discontinue a rubric, or other special request.
 - c. A **Diversity Status for Liberal Education Course** (D) request will be used to approve a new or existing Liberal Education course for diversity status.
 - d. A **Racial Issues Status** (RIS) request will be used in addition to the Liberal Education request for application of Racial Issues.

III. Processing Curriculum Requests

- A. **Initiator.** With the exception of university-wide course numbers, requests must be processed initially through an academic unit or department. Any individual faculty member may enter a request except adjuncts.
- B. **Academic Unit.** Once a request is entered into the workflow, the department will review and make a recommendation according to each department's internal process for curriculum approval. Following the recommendation of the department, chairs can send the request back to the initiator for corrections or changes, or send the request to the major unit curriculum committee. Minority opinions or [requests](#) shall be allowed to move to the next curriculum review step in compliance with the collective bargaining agreement.
- C. **Acknowledgements (sign-offs).** The academic unit chair must seek acknowledgments (sign-offs) from other departments or academic units affected by the curricular change. The department chair will use the "collaboration" function of Curriculum Navigator to ask other departments to acknowledge that they have seen the request. All acknowledgments must be returned to the requesting department within 21 days from electronic

notification that an acknowledgment is requested. Units acknowledging requests will put their comments in the comments field. They may simply write: support/ do not support/am neutral.

If acknowledgments (or sign-offs) are not required, the request moves forward to the major unit curriculum committee without delay.

- D. Major Unit Curriculum Committee.** The request will then move to the major unit curriculum committee for consideration. These committees may also send requests back to the initiator to ask for changes, corrections or acknowledgements. The major unit curriculum committee chair has editorial privilege and may make changes with the initiator's and committee members' permissions. Or the initiator may re-submit the request into the process with the changes, corrections or acknowledgements.

Routine Editorial changes not supplemental to any other requests may be acted upon by the major unit curriculum committee chair without full committee participation. This will allow such requests to be expedited through the process.

- E. Dean(s).** After recommendations are made by the major unit curriculum committee, requests will move forward to the appropriate supervisor or Dean's office. The major unit Dean (or designee) will forward graduate requests to the Dean of Graduate Studies who will review graduate program or course requests. Deans may recommend/not recommend approval of requests. The dean may choose to communicate directly with the initiator regarding any concerns about requests. Faculty members may also request a written response from their dean. Each month the Provost/Vice President for Academic Affairs or her/his designee will review requests that have been submitted to deans. If the request has not moved forward within 30 days, the Provost or his/her designee will strive to resolve the issue and move the request forward.
- F. Publication.** The request will be published at the Publication Page in Curriculum Navigator [<http://catalog.stcloudstate.edu>] for viewing for 14 days. All with access may comment on any part of the request. All comments will go forward with the request for the remaining steps in the process.
- G. University Curriculum Committee.** After the publication period, the University Curriculum Committee will receive electronic notification about the requests ready for consideration. The University Curriculum Committee is charged with reviewing materials, hearing concerns and appeals and recommending action to the Faculty Senate. UCC will recommend/not recommend approval on the request. UCC may return a request to the initiator for further clarification. UCC may ask for a review by additional committees (e.g. Liberal Education Committee, Graduate Committee, etc.). Requests will be considered together with all components. Requests with missing components will not be considered by UCC

until all materials go through the process and reach UCC. Any requests tabled for one year will be removed from the table and sent back to the initiator.

Routine Editorial changes not supplemental to any other requests may be acted upon by the University Curriculum Committee chair without full committee participation. This will allow such requests to be expedited through the process.

A curriculum committee may, by majority vote, delegate to its chair authority/responsibility to act on curriculum issues outside of faculty duty days. The chair of UCC may not, however, approve curriculum requests without support of the full committee.

H. **Faculty Association.** The President of the Faculty Association will be electronically notified when UCC has made a recommendation. The President of the Faculty Association will include on the Faculty Senate agenda all requests processed by the UCC. Motions from UCC regarding policies or other issues will be sent to the President of the Faculty Association in the form of minutes for Senate approval/disapproval. The Faculty Senate will recommend/not recommend approval of requests or motions.

I. **Academic Affairs.** The Provost/Vice President for Academic Affairs or her/his designee will be electronically notified that Faculty Senate has made its recommendation. The Provost/Vice President for Academic Affairs or her/his designee will consider the recommendations and review the requests. Academic Affairs may choose to communicate directly with the initiator regarding any concerns about requests. Disagreements may be brought to the Meet and Confer process.

The Faculty Association shall have 21 days to request Meet and Confer.

If there is disagreement between departments about curriculum requests, the department chairs can file an appeal with Academic Affairs. That office will set up a meeting between the dissenting parties prior to making its final recommendation.

The Provost/Vice President for Academic Affairs or her/his designee will recommend to the University President approval or disapproval of the request.

IV. Final Resolution

The President of the University shall review all requests and comments and make a final decision. The Office of Academic Affairs will then notify Records and Registration of the requests that have completed the process and have been approved.

St. Cloud State University Electronic Curriculum Process

Step 1 III. A.	Initiator Complete forms and submit them to Curriculum Navigator. Acquire recommendations of department members based on departmental procedures.
Step 2 III. B. & C.	Originating Academic Unit or Department Following departmental approval, the chair will seek acknowledgments from affected departments using the "collaboration" function. Those units affected by the request(s) have 21 days to acknowledge additions or changes.
Step 3 III. D.	(Major Unit) Curriculum Committee Review and edit the materials as appropriate. If there have been any negative comments within the college, invite affected parties to the meeting for a hearing prior to making a decision. The chairperson will recommend or not recommend approval based on the vote of the committee.
Step 4 III. E.	Dean(s) Review and comment on requests. Major Unit Deans will forward graduate requests to the Graduate Dean. Dean(s) will review and recommend approval/disapproval and comment on resources and support of the unit's mission and goals.
Step 5 III. F.	Publication Electronically publish all request materials indicating the date of publication. After 14 days, materials including comments go to the University Curriculum Committee.
Step 6 III. G.	University Curriculum Committee Review the materials. If there have been any negative comments filed from any source, invite affected parties to the meeting for a hearing prior to making a decision. The chairperson will recommend or not recommend approval based on the vote of the committee.
Step 7 III. H.	Faculty Senate The Faculty Senate will review requests after UCC has made its recommendation. Any comments from the Faculty Senate may be made at the meeting when the Senate calls for approval of UCC's recommendations.
Step 8 III. I.	The Office of Academic Affairs The Office of Academic Affairs will review the requests. If any of the committees have not recommended approval or if any department has filed an appeal with the Office of Academic Affairs, that office will set up a meeting between the dissenting parties prior to making its final recommendation.
Step 9	Records and Registration The Office of Academic Affairs will notify Records and Registration which requests have been approved through the process. On January 1 and July 1 of each year, all curricular changes from the previous semester will be put into the electronic catalog and made available for students to register.