

Utah Tech University Policy

602: Undergraduate Curriculum Approval and Revision



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I. Purpose

- 1.1 To define the structure and function of the University Curriculum Committee (UCC) at Utah Tech University (“the University”), and the criteria and processes for reviewing and approving new and revised undergraduate curricula.

II. Scope

- 2.1 All undergraduate academic programs and courses awarding academic credit, personnel and related academic support services and systems designed for the education of undergraduate students.

III. Definitions

- 3.1 **University Curriculum Committee:** The UCC is a standing committee of the Faculty Senate charged with the responsibility of ensuring that the content, integrity, instruction, evaluation, and review of curricula meets University standards and expectations of quality.
- 3.2 **Curriculum:** Curriculum is a program of study leading to academic credit, degrees, minors, emphases, and certificates, and includes courses and all other requirements or credentials leading to a degree, minor, emphasis or certificate.
- 3.3 **Academic Program:** An academic program is a coherent set of courses for academic credit and other requirements leading to the completion of a degree, minor, emphasis, certificate or other credential.
- 3.4 **Course:** A course is a set of teaching activities and learning outcomes delivered and supervised by faculty and offered by academic units, either

for academic credit or not for academic credit.

- 3.5 ***UCC Advisory Committee:*** A committee that functions independently of UCC but may advise UCC of university curriculum issues prior to a vote or may bring university curriculum issues forward to UCC for a vote.

IV. Policy

4.1 University Curriculum Committee (UCC)

4.1.1 The UCC is a standing committee of the Faculty Senate and operates under Robert's Rules of Order.

4.1.1.1 It is the responsibility of each voting member to understand and abide by the voting rules under Robert's Rules of Order as summarized in the Addenda.

4.1.2 Leadership of the UCC consists of a Chair and an Associate-Chair. The Associate-Chair is selected for a one-year term by the Faculty Senate and the Provost and Vice President of Academic Affairs and moves into the Chair position after one year for a one-year term. At the conclusion of a Chair's term, that person serves an additional year in a supporting role as needed.

4.1.2.1 The Chair does not vote except to break a tie. The Associate Chair and the Past Chair are non-voting positions.

4.1.3 The Parliamentarian for Faculty Senate will also serve as Parliamentarian for UCC. The Parliamentarian is a non-voting position in UCC.

4.1.4 The UCC is comprised of two full-time faculty representatives from each college (one representative may have current administrative responsibilities and the other shall have no current administrative responsibilities) and the academic vice-president from student government. Each committee member has equal voting rights.

4.1.4.1 A proxy may stand in for a committee member who is unable to attend a given meeting. The Chair must be informed of the proxy prior to the start of the meeting. The proxy's name must be recorded in the minutes along with the member's name for whom he or she is the proxy.

4.1.5 UCC faculty representatives are selected through a process defined and directed by the Faculty Senate (see Policy 640).

- 4.1.6 Each UCC faculty representative serves for a period of two years, with staggered terms of service for representatives from each college to ensure continuity of experience.
- 4.1.7 Ex officio (non-voting) members of the UCC typically include representatives of the Registrar's Office, Academic Advisement, Central Scheduling, Curriculum Office, and others.
- 4.1.8 The UCC will conduct a formal review and approval of all new and revised program proposals and a formal approval of all substantive and non-substantive program change proposals.
- 4.1.9 The UCC will conduct a formal review and approval of all new undergraduate courses and course changes at the undergraduate level.

4.2 Curriculum Approval

- 4.2.1 Curriculum approval is contingent upon academic program compliance with related University, Utah System of Higher Education (USHE), and Northwest Commission on Colleges and Universities (NWCCU) policies.
- 4.2.2 Under the guidance of a Dean, each college will implement an appropriate college-level approval process for new and revised curriculum including courses to ensure representative faculty participation and in order to produce the highest quality submissions to the UCC. A Dean's approval is required for any proposal submitted to the UCC.
- 4.2.3 New degree program proposals must be submitted in the format required by the USHE. Other new program proposals (certificates, endorsements, minors, emphases, etc.) and program changes must be submitted on the University's appropriate internal form.
- 4.2.4 New courses and course modifications are submitted through the adopted course software solution. New courses developed for a new program must be submitted either in advance of or concomitantly with the new program proposal.
- 4.2.5 Curriculum modifications proceed through a series of internal approvals (see Procedures below) to ensure an appropriate and cohesive offering of programs and courses, as well as accurate representation of offerings and requirements in the University Catalog.

4.2.6 Some curriculum modifications must also be approved by the Board of Trustees, USHE, and NWCCU (see Procedures below).

4.2.6.1 No program may be advertised, promoted, or offered in any manner until it has been approved by the Board of Trustees and accrediting bodies as required.

4.2.6.2 New programs can be implemented beginning the first full semester following Board of Trustee approval.

4.2.7 Some certificate and applied technology program proposals may also require approval through the Regional Career and Technical Education (CTE) planning process.

4.2.8 The UCC agenda is comprised of Action and General Consent items.

4.2.8.1 Action items include all program changes, all new courses, and other course changes that potentially impact areas beyond the department offering the course and the college in which the department is housed. This includes but is not limited to all courses that are cross-listed, have pre-requisites outside that department, are required in another department's academic program, or have General Education (GE) status.

4.2.8.2 General consent items include changes to courses not required by or impacting any area beyond the offering department. Any member of the UCC, including the chair and ex officio members, can move an item from the General Consent agenda to the Action agenda.

4.3 UCC Advisory Committees

4.3.1 General Education Committee

4.3.1.1 The GE Committee reviews and recommends courses for inclusion in or exclusion from the University's GE program and brings such courses to the UCC to approve, deny, or modify the course offerings.

4.3.1.2 The GE Committee reviews university courses and requirements and makes a recommendation to the UCC to approve, deny, or modify the course.

4.3.2 Academic Fee Committee

- 4.3.2.1 The Academic Fee Committee shall independently review proposals for course-based fees and make a recommendation to approve, deny or modify to the UCC.

4.4 Appeal Process

- 4.4.1 If a voting dispute arises and cannot be resolved through the application of Robert's Rules of Order, a UCC voting member from the prevailing side of the vote can make a motion to reconsider the vote at the next regularly scheduled meeting. If the motion prevails, the re-vote must take place by the end of that meeting.
- 4.4.2 Any dispute may be appealed to the Academic Council for resolution.
- 4.4.3 The decision of the Academic Council is final.

V. References

- 5.1 University Policy 524: Graduation
- 5.2 University Policy 615: General Education
- 5.3 University Policy 614: Academic Fees
- 5.4 University Policy 640: Constitution and Bylaws of the Faculty Senate
- 5.5 Utah Board of Higher Education Policies R401, R470
- 5.6 NWCCU Policies 2C5: Education; 2C9: Undergraduate Programs

VI. Procedures

- 6.1 New Degree Program Approval Procedure
 - 6.1.1 Program developer consults with Curriculum Director about new program
 - 6.1.2 Program developer describes program in a white paper
 - 6.1.3 White paper presented to College Curriculum Committee for approval
 - 6.1.4 White paper presented to Academic Council for approval
 - 6.1.5 Program developer writes full proposal on appropriate USHE form

- 6.1.6 Full proposal returned to Curriculum Director for Quality Review
- 6.1.7 Full proposal presented to UCC for approval
- 6.1.8 Full proposal presented to Academic Council for approval
- 6.1.9 Proposal is presented to University Council as an information item
- 6.1.10 Full proposal submitted to USHE for peer review and feedback
- 6.1.11 Full proposal submitted to Board of Trustees for approval
- 6.1.12 Proposal submitted to NWCCU for approval
- 6.2 New Minor, Emphasis, Certificate, K-12 Endorsement Program Approval Procedure
 - 6.2.1 Department Chair or designee writes proposal on appropriate form
 - 6.2.2 Proposal presented to College Curriculum Committee for approval
 - 6.2.3 Proposal presented to UCC for approval
 - 6.2.4 Full proposal presented to Academic Council for approval
 - 6.2.5 Proposal is presented to University Council as an information item
 - 6.2.6 Full proposal submitted to Board of Trustees for approval
 - 6.2.7 Notification form is submitted to USHE
- 6.3 Program Change Approval Procedure
 - 6.3.1 Department Chair or designee completes the appropriate Program Change Form
 - 6.3.2 The Program Change Form is submitted to the College Curriculum Committee for approval
 - 6.3.3 Form is submitted to UCC for approval
 - 6.3.4 Form is submitted to Academic Council for approval
 - 6.3.5 Changes are presented to University Council as an information item
 - 6.3.6 Form is submitted to Board of Regents for approval
 - 6.3.7 Notification form is submitted to USHE

6.4 Course Approval Procedure

- 6.4.1 New courses and changes to existing courses are entered into the Curriculum Inventory Management (CIM) system in the department queue.
- 6.4.2 Department Chair reviews course and if approved, moves the course to the College queue.
- 6.4.3 If approved at the College level, the course is submitted to UCC for approval
- 6.4.4 If approved, the course is next submitted to the Academic Council
- 6.4.5 If approved, the Banner Administrator adds the course to the catalog.
- 6.4.6 Department Chair verifies the new course/changes in the catalog.

VII. Addenda

7.1 Summary of Voting Practice

- 7.1.1 Once a quorum is present, an official vote can take place among those voting members in attendance after a motion, second, and discussion have ensued. Those voting yes or no are then counted. Abstentions do not count toward the vote total. A majority of the vote total wins the vote.
 - 7.1.1.1 A majority of the vote is more than half of the yes or no votes cast. In the rare case where 3 or more voting choices might be considered, a plurality of votes, or the most votes, does not carry the vote unless it is also a majority. If not a majority, the vote must continue by eliminating the option with the fewest votes followed by a re-vote.

7.2 Meeting Parameters

- 7.2.1 The Chair sets the meeting parameters.
- 7.2.2 There are instances when meetings may run overtime because of the large amount of business to be conducted. When this occurs and a voting member needs to leave, that member may select a proxy from among ex officio members who are able to remain at the meeting.

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Associate Provost for Academic and Budget Planning

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