2010 – 2011 Courses – Report from Office of the Senate Council

This report is an analysis of the status of courses that were being processed through the Office of the Senate Council (OSC) as of the spring 2011 semester. The purpose of this report was to determine some of the primary causes of delays in the curricular approval process.

The numbers represented are the minimum number of courses that had issues. The actual numbers could be, and probably are, larger than shown. These problems required further communication between the OSC and faculty members, many of whom assumed their course was already approved. There were several lengthy and time-consuming, sometimes frustrating, discussions by email and phone.

# of courses reviewed: 612

# of courses with problems: ~300

Academic Offenses – 16 (the minimum penalty is NOT an E in the course)

Other Approval Needed/Signature Missing – 43 (if the course is cross-listed, the other dept must approve)

Course Change Form Missing – 15 (if the intent is to add DL delivery, a course change form must be included)

Discrepancies – 17 (course title/number of credits/description on form cannot differ from what is on syllabus)

Distance Learning Issues – 25 (the syllabus items described on the DL form MUST be on the syllabus)

Grading Scale – 17 (courses with grad students must include the Graduate School grading scale on the syllabus)

Meeting Pattern – 35 (use numbers to describe a meeting pattern, not an "X")

On Campus / Off Campus – 15 (teaching a course via DL is not "off campus")

Prefix/Number – 5 (random letters cannot be assigned to a course number)

Program Name Changes – 14 (if the name of the dept/major is changing, perhaps the prefix should, too)

Other Issues – 78 (brief or detailed info on financial ramifications should be included; also, if the proposal LOOKS like it affects another unit, be CLEAR that there have already been conversations with that unit)

NEW for 2011 – 2012:
1. Curricular proposals no longer need to have certified/digital/wet signatures. Type the responsible individual's name, email and phone number onto the form, and leave the signature field blank.

2. Please complete all forms in Word, but convert to and submit a single, unprotected PDF for each proposal (to include, for example, a course form, syllabus, and DL form).

3. The Office of the Senate Council will no longer modify proposals with problems. Curricular proposals with problems will be returned to the previous reviewing council to be fixed, hopefully with contact person CC'd.