

MEMORANDUM

TO: University Senate Council

FROM: Douglas C. Michael
Chair, University Senate Rules and Elections Committee

SUBJECT: Changes to course and program approval rules

Attached are proposed changes which have been reviewed over the past year by the Rules and Elections Committee in consultation with the Undergraduate, Graduate, and Health Care Colleges Councils.

We recommend the changes as indicated be approved by the Senate Council and forwarded with a positive recommendation to the Senate.

3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

[A-B remain unchanged]

C Administrative Approvals

New degree programs require a statement of administrative feasibility from the Office of the Provost and clearance by the Registrar's Office prior to submission to the Senate Council.

[Comment: relocated language from current rule]

D Approval by Senate Council

[Comment: Part D is all new language to codify the proposal from the three Councils]

1. General Rule. Except as provided in subsection (2) below, if the Senate Council approves the proposal, it shall place the item before the Senate with approval recommended.

2. Exception for Minor Changes.

(a) Procedure. If the proposal involves a change to an existing academic program and the change is a "minor change" as defined in (b) below, then the Senate Council may, if it approves the change, circulate notice of approval to Senators by electronic mail, providing the title of the program to be changed in the body of the mail message and a link or other directions to a full copy of the proposed change on the Senate's website. If no objection is raised within ten (10) days of submission of the electronic mail message to Senators, the change is approved. If there is an objection raised within ten days of submission of the electronic mail message to the Senators, then the Senate Council will attempt to resolve the dispute informally. If no informal resolution is possible within thirty (30) days following the expiration of the ten-day circulation period, the proposal shall be placed on the agenda for the next Senate meeting, with recommendation for or against, or without recommendation, as the Senate Council may determine.

(b) "Minor Change" defined.

(1) For purposes of this rule, an academic program change is "minor" if:

- (A) it affects no other existing program;
- (B) it is so designated by the proposing department or College or reviewing academic Council(s); and
- (C) the Senate Council concurs in that designation.

(2) In applying the previous sentence, an academic program change would normally be considered "minor" if it meets one of the following non-exclusive criteria:

- (A) one or more course change(s) which, if considered individually, would each meet one of the exceptions for a minor course change under Rule 3.3.0(G)(2);
- (B) change in the sequence of courses, or the division or combination of courses, without significant change in content;
- (C) editorial change in the title of the program;
- (D) change required by relevant accrediting bodies for the program;
- (E) change in residency requirements for a doctoral program; or
- (F) change in the thesis or non-thesis option for a masters program.

E Report to the Provost

The Senate Council shall report to the Provost action taken by the Senate or the Senate Council on new program proposals. [Comment: relocated language from current rule]

Additions are underlined, deletions are ~~stricken through~~. Commentary in brackets is from the Senate Rules and Elections Committee.

3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES

[A-B remain unchanged]

C Reporting and Approval by the Senate [US: 10/11/99; US: 2/10/03] The Senate Council will circulate notice of approval of final decisions on courses to Senators by electronic mail, providing a brief summary of the proposed change(s) in the body of the mail message and a link or other directions to a full copy of the proposed course on the Senate's website. ~~and, if no objection is raised within ten (10) days of the date this electronic mail message is sent to Senators this circulation,~~ the actions become official. In the case of courses which are or are to become part of the University Studies Program, the notice period shall be thirty (30) days. If an objection is timely raised, then the Senate Council will attempt to resolve the dispute informally. If no informal resolution is possible within thirty (30) days following the expiration of the notice period, the proposal shall be placed before the Senate, with recommendation for or against, or without recommendation, as the Senate Council may determine. ~~and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five (5) Senators, to the Senate Council. Action by the University Senate on such objections is final. Final decisions on technical courses, as defined by LCC, offered only at Lexington Community College will be official when approved by the Academic Council for Lexington Community College. Reports of these decisions will be circulated for information only.~~

[Comment: this language parallels the proposed language in Rule 3.2.0 on approval and reporting of "minor" program changes. Minor administrative changes were made to the circulation process.]

[D remains unchanged]

E Cross-listing or removal of cross-listing. If a department wishes to cross-list a course which already exists in another department or remove an existing cross-listing, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairs must sign the form and, if the departments are in different colleges, both deans must signify approval. Cross-listing shall not be used as justification for duplication of teaching effort. Departments involved must agree on the time, place and instructor(s) in scheduling such courses.

[Comment: see comment to G(2) below.]

[F remains unchanged]

G Exception for Minor Changes [US: 10/11/99]

1. Procedure. If a course change is determined to be a "minor change" as defined in (2) below, the form shall be forwarded directly from the Dean of the College to the Chair of the Senate Council for approval. If the Chair of the Senate Council ~~approves~~ agrees that the change is appropriately considered to be a "minor change" as defined in (2) below, he or she will notify the Registrar's office and the Dean of the College originating the request. ~~If the Chair believes the change is not minor.~~ Otherwise, the request shall be returned to the Dean of the College originating the request for processing through the appropriate Councils.

[Comment: these changes parallel the proposed language in Rule 3.2.0.]

2. Definition. A request may be considered a minor change if it meets one of the following criteria:

- A-(a) change in number within the same hundred series
- ~~B-~~(b) an editorial change in the course title or description which does not imply change in content or emphasis (such as updating or rephrasing terminology or indicating only a shift in focus)

Additions are underlined, deletions are ~~stricken through~~. Commentary in brackets is from the Senate Rules and Elections Committee.

~~C~~(c) a change in prerequisite(s) which, if that change affects other courses or programs, is approved by the relevant dean, department chair, or program director, and:

- (1) is to another course with the same prefix;
- (2) does not imply a change in course content or emphasis; and
- (3) which is made necessary by the elimination or significant alteration of the prerequisite(s)

~~D~~(d) a cross-listing or elimination of a cross-listing of a course as described with approvals as required in Rule 3.3.0(E) above;

~~* The SREC interpreted that to “uncross-list” two courses is a minor change that is under the final decision authority of the Senate Council Chair. [SREC: 2/24/06]~~

(e) dropping a course, if also approved by:

- (1) the Director of Undergraduate or Graduate Studies of the originating program or unit (if applicable); and
- (2) the Chair of the Graduate, Undergraduate, or Health Care Colleges Council, according to the rules in Part (B).

~~E~~(f) correction of typographical errors.

[Comment: these changes implement the suggestions of the Undergraduate and Graduate Councils and codify (with the change to 3.3.0(E) above) the Rules Committee interpretation on removal of a crosslisting. We have dropped the modifier “significant” which was originally proposed in 2(b) and (c)(2) before the word “change.” We believe that any significant change would, by definition, not be “minor” within the meaning of this exception. New subsection (e) codifies the exception for dropped courses which are approved by the unit’s director of undergraduate or graduate studies and the chair of the appropriate council. The letter designations are changed to conform to the standard Senate Rules format.]