

TO: Deans, Academic Department Chairpersons, Members of the Faculty Senate Curricular Affairs Committee, Graduate Council, and College Curriculum Committees

FROM: Norbert Mundorf, Chairperson of the Curricular Affairs Committee
and
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DATE: September 2009

SUBJECT: Policies and Procedures for Processing Curricular Materials

The following information is also available on the web at http://www.uri.edu/facsen/Curricular_Procedures.html Pertinent forms for both undergraduate and graduate courses are available on the web at <http://www.uri.edu/gsadm/facultystaff.html>

I. GENERAL PRINCIPLES

The Curricular Affairs Committee processes undergraduate curriculum matters, including courses at the 100-, 200-, 300-, and 400-levels. The Graduate Council processes graduate curriculum matters, including courses at the 400-, 500-, 600-, and 900-levels. 400-level courses are processed simultaneously by the two committees unless they specify "not for graduate credit."

After curricular matters are approved by the faculty of the appropriate college(s) and signed by the Chairperson of the College Curriculum Committee and the College Dean, electronic proposals are forwarded by the Curriculum Committee Chairperson or the Dean's Office to the Curricular Affairs Committee and Graduate Council as follows:

Forward proposals for the Curricular Affairs Committee (100-, 200-, 300- and 400-level courses) to FSO@etal.uri.edu and electronic proposals for the Graduate Council (400-level courses for graduate credit and 500- 600- and 900- level courses to gradnewc@etal.uri.edu.

The committees are scheduled to meet as follows:

Curricular Affairs Committee	Graduate Council
Mondays from 3-4:30 in Library Conference Room A:	From 2:00-4:00 in Alumni Center Conference Room:
September 21, 2009	September 14, 2009
October 26, 2009	September 28, 2009
November 23, 2009	October 19, 2009
December 14 2009	November 16, 2009
February 8, 2010	December 14, 2009
February 22, 2010	January 25, 2010
March 29, 2010	February 22, 2010
April 26, 2010	March 15, 2010
	April 12, 2010

Materials should reach the respective committees at least two weeks in advance of their meetings:

II. CURRICULAR PROCEDURES

Procedures for curricular changes are summarized below and they are described in greater detail in Appendix E of the UNIVERSITY MANUAL. They are also available on the web at http://www.uri.edu/facsen/Curricular_Procedures.html.

Major curricular matters require the approval of the Curricular Affairs Committee and/or the Graduate Council, the Faculty Senate, and the President. In some instances they also require approval by the Board of Governors. Less important matters require approval of the Curricular Affairs Committee and/or the Graduate Council but are reported to the Faculty Senate for **informational** purposes only. **Editorial** changes are reported directly to the Secretary of the Curricular Affairs Committee by department chairpersons; the committees do not review them.

A. Major changes include creation of new degree or certificate programs, creation of new centers, creation of permanent courses, changes in curriculum, significant changes in existing courses, and deletion of courses. For more details visit the Curricular Procedures website.

B. Informational changes include changes in course numbers at the same level, minor changes in course titles, descriptions, grading method or method of instruction, changes in course prerequisites and cross-listing of approved courses. The Curricular Affairs Committee and Graduate Council have final authority as to whether changes are informational or major. For more details visit the Curricular Procedures website.

C. Editorial changes include minor editorial corrections in catalog descriptions of courses and programs and changes in frequency of course offering.

III. OTHER CURRICULAR MATTERS

A. Undergraduate Online Courses

The Curricular Affairs Committee distinguishes between technology-enhanced courses and technology-based courses, particularly as instruction involves use of the Internet.

- World Wide Web-**enhanced** courses combine traditional classroom and World Wide Web-*based* instruction. Courses that are web-enhanced require a classroom and are scheduled in the usual manner. When appropriate, proposals for new courses should address the extent to which and how the course is Web-enhanced.

- Web-**based** courses are delivered entirely online. The Curricular Affairs Committee believes that this delivery method has a significant impact on learning and teaching and requires a separate curricular approval process. Web-based courses are designated as such in the catalog, and in scheduling materials.

Following is the procedure for seeking approval to offer existing courses using web-based instruction. The supplementary on-line course form is available on the web at <http://www.uri.edu/gsadmis/facultystaff.html>.

1. The faculty member who is proposing to teach a course entirely on-line will demonstrate that the online version of the course meets all appropriate content and outcomes requirements.
2. The faculty member will explain how assignments and examinations will be accommodated in the online course; this includes grading criteria.
3. The faculty member will demonstrate that the student workload for the online class is equivalent to the

in-class and out-of-class work in its face-to-face equivalent. (See section 8.31.10 of the UNIVERSITY MANUAL, "Basis for Credit.")

4. The faculty member will present a plan for delivering the course online i.e. clearly explain how the course and related materials will be prepared, modified and made available for online offering. This is particularly important for courses being offered online for the first time.

5. The academic department will review the syllabus and relevant materials for the online course, as well as the implementation plan, and the chair will certify that the course to be offered meets all content and outcomes requirements as determined by the department faculty. If a course has been approved for online teaching by one instructor, the department will certify that online proposals for the same course by different instructors are equivalent.

6. Forward electronic proposals for online courses for the Curricular Affairs Committee (100-, 200-, 300- and 400-level courses) to FSO@etal.uri.edu and electronic proposals for the Graduate Council (400-level courses for graduate credit and 500- 600-I and 900- level courses to gradnewc@etal.uri.edu

7. The Curricular Affairs Committee will review the materials and certify the course for scheduling. A list of approved online courses will be forwarded to Enrollment Services for scheduling and included in the CAC's reports to the Faculty Senate.

For more details and deadlines see http://www.uri.edu/facsen/Online_Courses.html

For both graduate and undergraduate courses, interactive electronic New Course Proposal forms, Minor Course Change Proposal forms, the Online Supplementary Proposal Form and instructions for electronic signatures are available on the web at <http://www.uri.edu/gsadmis/> under "Faculty/Staff"

Proposals for **new** web-based courses must include the supplementary form for online courses in addition to the electronic interactive New Course Offering Proposal form.

B. Open-Ended Courses

Section 8.80.11 of the UNIVERSITY MANUAL defines open-ended courses as permanent courses, "where subject matter may vary between offerings." Seminars, workshops, colloquia, special problems and special topics are all included under the term open-ended courses. Independent study and directed study courses are **not** included in this category.

Departments planning to offer open-ended courses should familiarize themselves with sections 8.81.20 through 8.81.22 of the UNIVERSITY MANUAL. These sections outline the procedures to be followed each time an open-ended course topic is offered.

After approval by a department of each offering of an open-ended course topic, a copy of the title, subtitle, and description must be forwarded for schedule authorization to the Office of Enrollment Services via the dean of the college in which the department resides. The dean of the department's college must review topics and will ensure that no overlap exists between specific topics and existing courses before authorization is forwarded to the Office of Enrollment Services.

Specific topics may be offered three times. After three offerings, the topic may not be offered unless it is approved through the appropriate channels as either a permanent course or as a permanent topic within an open-ended course and shall be included in the University Catalog. Departments are encouraged to include recurring topics in the open-ended course description.

C. Temporary Courses

These courses, designated by the suffix "X", may be offered no more than twice and only during a two-year period following their approval and must meet certain criteria which are outlined in 8.80.12 of the UNIVERSITY MANUAL.

The Curricular Affairs Committee and/or the Graduate Council must approve temporary courses after they have been approved by the Department and College Dean. Prior to action by the Curricular Affairs Committee and/or the Graduate Council, all proposed temporary courses will be published in a TEMPORARY COURSE NEWSLETTER and a seven-day period will be provided for interested faculty members to register comments with the Chairperson of the Curricular Affairs Committee and/or the Chairperson of the Graduate Council.

The **TEMPORARY COURSE NEWSLETTER** is published on the last workday of each month, as required, throughout the year. It is also available on the web at <http://www.uri.edu/facsen/XNewsletter.html>. Temporary course proposals received by the 25th of the month will be included in that month's edition of the TEMPORARY COURSE NEWSLETTER. The Graduate Council will not consider temporary courses at the graduate level during the summer months.

For specific deadlines, please note the dates listed below. **Send all electronic proposals for temporary courses to FSO@etal.uri.edu.**

November 25, 2009 (November Newsletter) for approval for Spring 2011 offering, Fall 2011 Schedule of Courses, and the publication for the 2011 Summer Session.

June 25, 2010 (June Newsletter) for approval for Spring 2011 Schedule of Courses.

July 25, 2010 (July Newsletter) for approval for Fall 2010 offering.

D. Temporary Courses into Permanent Courses

In its review of temporary courses, the CAC will focus primarily, but not exclusively, on the examination of overlaps with courses offered outside the college from which the proposal originates.

With respect to proposals for permanent courses that have been offered previously as temporary courses, the CAC will request the following information in addition to the formal Course Proposal as part of its review:

- A detailed syllabus (outline will not be acceptable);
- Enrollment and grade distribution for the X course;
- An evaluation of the X course highlighting changes from the original Temporary Course Proposal or reasons no changes will be necessary.

E. Intensive Short Courses

Guidelines for courses to be taught in short intensive sessions appear in sections 8.32.10 through 8.32.14 of the UNIVERSITY MANUAL. If you have questions regarding the offering of an intensive short course, contact Ms. Grubman in the Faculty Senate Office.

F. Cross-Listing

The cross-listing of courses requires approval by the departments and college(s) concerned prior to submission to the Curricular Affairs Committee and/or the Graduate Council. Cross-listing of courses will be considered when each of the departments has a substantive role in delivering the course or when a

department is willing to use the course for its major. Such a role may include but shall not be limited to team-teaching the course, instructional staff from each department in different semesters, and other similar arrangements.

G. Internships

The Curricular Affairs Committee has developed guidelines for departments and programs as they design internships for academic credit. Copies of the guidelines may be obtained from the Faculty Senate Office. They are also available on the web at <http://www.uri.edu/facsen/Internships.html>.

H. Portfolio Course Guidelines

The Curricular Affairs Committee has developed guidelines for departments as they design portfolio courses for academic credit. Copies of the guidelines may be obtained from the Faculty Senate Office. They are also on the web at http://www.uri.edu/facsen/Portfolio_course_guidelines.html

I. Continuing Education Units (CEU's)

Procedures for the granting of CEU's are outlined in sections 8.43.10 through 8.43.15 of the UNIVERSITY MANUAL. CEU courses are defined as specific non-credit courses for which continuing education units are granted. Each CEU is identified as ten contact hours of participation in an organized continuing education, adult or extension experience, under responsible sponsorship, capable direction and qualified instruction.

Questions regarding procedures for granting CEU's should be directed to the Alan Shawn Feinstein College of Continuing Education.

IV. ACADEMIC PROGRAMS AND UNIVERSITY CENTERS

Proposals for the addition or elimination of **academic programs** should be prepared using formats specified by the Board of Governors and kept on file in the office of the Provost and Vice President for Academic Affairs. See http://www.uri.edu/facsen/BoG_Regs_06.pdf. A template for the format is available on the web at http://www.uri.edu/facsen/Template-Full_Proposal.doc. Once approved by the appropriate college(s), these proposals are forwarded to either the Curricular Affairs Committee or the Graduate Council for review.

Proposals for the addition or elimination of **university centers** should be prepared using formats specified by the Board of Governors and kept on file in the office of the Provost and Vice President for Academic Affairs. See http://www.uri.edu/facsen/BoG_Regs_06.pdf. An outline of the formats is also available on the web at http://www.uri.edu/facsen/Template-Full_Proposal.doc. Once approved by the appropriate college(s), these proposals are forwarded to the Faculty Senate Office for determination of the appropriate committee(s) to oversee the review.

V. CURRICULAR FORMS

For undergraduate and graduate courses, interactive electronic New Course Proposal forms, Minor Course Change Proposal forms, the Online Supplementary Proposal Form and instructions for electronic signatures are available on the web at <http://www.uri.edu/gsadmis/facultystaff.html>

VI. LIBRARY IMPACT STATEMENT

At the request of the University Library and in consultation with the Faculty Senate Library Committee, the Curricular Affairs Committee and the Graduate Council have endorsed the use of Library Impact Statements by faculty members in concert with submitting proposals for new courses and proposals for new degree programs. The request for information on library resources has appeared on the course proposal form for over two decades. It is also included in proposals for new programs. It is now possible to answer the question(s) more fully and in consultation with the University Library. The Impact Statement form is available on the web at

<http://www.uri.edu/facsen/LibraryImpact.html>.

As faculty members prepare to submit course proposal [or other] forms to their college curriculum committees, they should complete the questionnaire designed by the Libraries and submit it to the Subject Selector or Collection Development Manager at the University Libraries. The Library faculty asks that faculty members allow them at least one week to prepare the statement before forwarding proposals to college curriculum committees.

VII. FREQUENTLY ASKED QUESTIONS

For additional information see http://www.uri.edu/facsen/Curricular_FAQs.html

DEADLINES FOR SUBMISSION OF CURRICULAR CHANGES 2009-2010

These deadlines are established to coordinate with Enrollment Services' cut-off dates

October 13, 2009: Curricular materials must be *received by the CAC and/or Graduate Council* for changes that are to appear in the 2010 Summer Session publication and to be included in the Fall 2010 Schedule of Courses.

November 19, 2009: *Last Faculty Senate Meeting* for approval of any new courses that are to go into effect for Spring 2011 or course changes to appear in the 2011 Summer Session publication, and to be included in the Fall 2011 Schedule of Courses.

February 8, 2010: Curricular materials must be *received by the CAC and/or Graduate Council* for changes that are to go into effect for Fall 2010 and to appear in the Spring 2011 Schedule of Courses

March 18, 2010: *Last Faculty Senate Meeting* for approval of course changes that are to go into effect for Fall 2010 or to appear in the Spring 2011 Schedule of Courses.

March 29, 2010: Curricular materials must be *received by the CAC and/or Graduate Council* to be reviewed during the 2009-10 academic year and to be included in the 2010-2011 UNIVERSITY CATALOG.

May 13, 2010: *Last Faculty Senate Meeting* for approval of course changes that are to be included in the 2010-2011 UNIVERSITY CATALOG.

NOTE: Once students have pre-registered for a semester, changes to credits and/or prerequisites cannot be made by Enrollment Services.

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