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Committee Minutes Committee

11-27-2001

Undergraduate Curriculum and Academic Policy Committee Minutes, November 27, 2001

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Undergraduate Curriculum and Academic Policy Committee

Minutes of November 27, 2001 Meeting

Present: Roderic Brame, Jeanne Fraker, Joe Law, Jan Maxwell, Katie Mechlin, Doug Nord, Patricia Renick, Tom Sav, Patricia Vermeersch, Harvey Wachtell, Kefu Xue. Guests: Mary Donahoe

Approved Minutes of October 30, 2001.

Writing Across the Curriculum (WAC) Committee Report

Joe Law presented an extensive report on the WAC Program to the Faculty Senate at the November 5 meeting. The report was distributed to all faculty in the Faculty Senate Agenda e-mail package.

Course Inventory and Modification Requests

COLA

Approved Course Inventories: TH 413, HST 488

Approved Course Modifications: TH 240, TH 241, TH 242, TH 254, TH 255, TH 256, ENG 341, ENG 345, ENG 346, ENG 385, ENG 486

Returned Course Modifications: URS 425 -- the committee felt that the proposed title change from "Urban Redevelopment" to "Fundraising/Grant Writing" does not match the course description as it appears in the catalog. The committee needs further clarification and suggests that the department may consider proposing a new course.

CECS

Approved Course Inventories: EP 380

UC

Approved Course Inventories: UVC 111

COBA

Approved Course Inventories: IB 201

Program Changes

COLA: Acting and Acting-Musical Theatre, BFA

Add to existing requirements: To be retained in the program, students must earn a C or better in required courses. Courses may be taken a second time, except TH 360, 361, 366, 367,

368, 371, 372, and 373.

Other minor changes proposed in departmental and related requirements.

Degree requirements: 192 hrs. (no change)

The committee noted the confusion arising from the degree requirement changes whereby students must achieve a C or better in specific courses and are able to repeat certain courses but not other courses. The committee approved the proposed program change subject to revision. Mary Donahoe attended the meeting as Area Coordinator for the program, agreed to the revisions, and resubmitted the proposal following the meeting.

The approved proposal to be submitted to the Faculty Senate is available to view and print as a PDF as follows:

[Acting and Acting-Musical Theatre](#)

Also, the proposal is available for review in the Faculty Office.

New Programs

COBA: International Business Minor (Non-Business Majors)

Business Language 4hrs

International Relations 4hrs

International Business Foundations 3hrs

Management and Marketing Foundations 10 hrs

International Business 6hrs

Total 27 hrs

The committee noted the problem associated with proposed item V. Student Performance

"Students will be admitted to the international business minor when they have been admitted to their major program, earned junior status (90 hours), and have applied for and been admitted to the international business minor."

and requests that it be revised to

"Students may apply for admission to the international business minor when they have been admitted to their major program and earned junior status (90 hours)."

The committee approved the proposed program subject to this revision. Following the meeting, Bob Scherer, Associate Dean, COBA, agreed to the revisions.

The approved proposal to be submitted to the Faculty Senate is available to view and print as a PDF as follows:

[International Business Minor \(Non-Business Majors\)](#)

Also, the proposal is available for review in the Faculty Office.

COBA: International Trade Minor (Business Majors)

Required Courses (six) 18 hrs

Selective Courses (one) 3 hrs

Total 21 hrs

The committee noted the problem associated with proposed item V. Student Performance

"Students will be admitted to the international trade minor when they have been admitted to their major program in business, earned junior status (90 hours), and

have applied for and been admitted to the international trade minor."

and requests that it be revised to

"Students may apply for admission to the international trade minor when they have been admitted to their major program and earned junior status (90 hours)."

The committee approved the proposed program subject to this revision. Following the meeting, Bob Scherer, Associate Dean, COBA, agreed to the revisions.

The approved proposal to be submitted to the Faculty Senate is available to view and print as a PDF as follows:

[International Trade Minor \(Business Majors\)](#)

Also, the proposal is available for review in the Faculty Office.

Academic Policy

The committee formulated a set of Guidelines, Processes, and Procedures for proposing the addition of new courses to and for deleting existing courses from the University's Inventory of Courses and for modifying existing courses in the University's Inventory of Courses. The committee undertook this task at the suggestion of Faculty Senator, Mel Goldfinger. The purpose of the committee's effort is to formalize as policy that which has been practiced over many years. In addition, the policies are designed to assure that all faculty, new and "old", have access to university wide processes and procedures for creating and maintaining an academically strong curriculum as presented in the University's Inventory of Courses and to offer a common set of guidelines for all faculty to consult in accomplishing such.

The committee approved and will submit to the Faculty Senate the following:

[Guidelines, Processes, and Procedures For Proposing New and Deleting Existing Courses and Modifying Existing Courses](#)

The committee scheduled its next meeting for Thursday, January 10. Colleges submitting curriculum proposals for review by the committee need to submit the original and 18 copies NO LATER THAN 12:00 Noon, January 3.

[UCAPC HOME](#)

Revisions for BFA/Acting and Acting/Musical Theatre Programs

The Acting/Musical Theatre faculty submits the following revisions to the Degree Requirements for a Bachelor of Fine Arts Degree in Acting on pages 135-6 of the Undergraduate Catalog 2001-2003.

The revisions are in bold print:

“Degree Requirements—Acting and Acting-Musical Theatre

Bachelor of Fine Arts Degree

The professional acting and acting/musical theatre programs are an intensive, four-year progression of studies in acting, voice, movement, dance, and singing. Acting majors may choose an emphasis in musical theatre. Because courses in the acting program follow a set sequence, students are generally admitted only in the fall quarter. The Professional Actor Training program is limited by audition only to selected, superior students who show promise of high achievement in acting and/or musical theatre. Retention in the Professional Actor Training program is determined by periodic review. Students are retained in the program based on their growth and development as judged by the acting faculty.

To be retained in the program, all acting and acting-musical theatre students must earn a grade of C or better in all required departmental and related courses for the major with the exception of Th 102, Th 120, and Th 222. If a student does not receive a C or better in these required courses, they may not be taken a second time with the exception of the following courses in literature, history and script analysis: Th 360 & 361; Th 366, 367 & 368; Th 371, 372 & 373. Students who are retaking these courses for a second time to receive the required grade of C or better will be retained in the program and continue in the acting or acting-musical theatre emphasis.

Revisions to course requirements are in bold with explanations of each revision following the text:

Acting

General Education Requirements 57

Required option:

TH 214

Departmental Requirements 113

TH **102**, 115, 116, 117, **120**, 141, 144, 145, 146, 215, 216, 217, **222**, 240, 241, 242, 244, 245, 246, 254, 255, 256, 315, 316, 317, 340, 341, 342, 344, 345, 346, 347, 354, 355, 356, 360, 361, 366, 367, 368, **413**, 415, 416, 417, 440, 441, 442, 444, 445, 446, 454, 455, 456

Related Requirements 9

DAN 111, 112, 113

Electives 13

Total 192

Changes:

Th 102-3 (Intro to Technical Theatre) and Th 120-2 (Makeup for the Theatre) should be moved from “Related Requirements” to “Departmental Requirements.”

Th 122 is a typographical error—it should be “Th 222-2” (Theatre Production) and moved from “Related Requirements” to “Departmental Requirements.”

Deletions:

Th 448-3 (Acting Thesis Project) is no longer a departmental requirement. It is an elective.

Additions:

Th 413-3 (The Acting Profession) is being proposed as a required course for BFA acting majors beginning Fall 2002. (Course Inventory Request)

Revisions to course requirements are in bold with explanations of each revision following the text:

Acting/Musical Theatre

General Education Requirements 57

Required option:

TH 214

Departmental Requirements 102

TH **102**, 106, 107, 108, **120**, 144, 145, 146, 157, 158, 159, **222**, 240, 244, 245, 246, 254, 255, 256, 257, 258, 259, 337, 338, 339, 344, 354, 355, **356**, 357, 358, 359, 371, 372, 373, 438, 444, 457, 458, 459 plus six credits of 360, 361, 366, 367, or 368 of choice

Related Requirements 31

DAN 104, 105, 106, 121, 304, 305, 306, 207 or 307, 208 or 308, 209 or 309, 331, 332, 333, plus six credits from 300 or 400 dance of choice

Electives 2

Total 192

Changes:

Th 102-3 (Intro to Technical Theatre) and Th 120-2 (Makeup for the Theatre) should be moved from “Related Requirements” to “Departmental Requirements.”

Th 122 is a typographical error—it should be “Th 222-2” (Theatre Production) and moved from “Related Requirements” to “Departmental Requirements.”

Deletions:

Th 454-2 (Theatre Speech III) is not a requirement for Acting-Musical Theatre majors. This is an error in the catalog.

Additions:

Th 356-2 (Theatre Speech II) is required for BFA acting-musical theatre majors. This is an error in the catalog.

CURRICULUM PROPOSAL INTERNATIONAL BUSINESS MINOR

I. Catalog Description

The minor in international business is only for non-business majors. Non-business majors may earn a minor in international business, in addition to their major, by completing the required course work listed below. Students who complete the 27 hours of required course work, with a “C” or higher average, will receive the designation of “Minor in International Business” on their transcript when they graduate. The minor is interdisciplinary in that it combines courses in culture, applied language, and international business.

This minor should be selected by students who want to enhance their major with courses in international management, international marketing, and international business. The minor also provides an opportunity to enhance second language proficiency in business and an understanding of international relations.

II. Objectives and Program (courses)

The following course work was selected to achieve the following objectives:

To enhance non-business students’ majors with a broad background in international management, international marketing, and international business.

The required coursework will provide non-business students with the opportunity to complement their major with business language, international relations, and international business knowledge useful in the modern global economy.

The following required courses are included in the international business minor:

A. Business Language (4 credits)

ONE required course in business language, either in French, German or Spanish (Students who are already proficient in a second language are not required to take additional language courses, but are required to select another 4 credit course in consultation with the international business minor faculty advisor).

FR 325-4 Business French

An introduction to the language of business French with insight into France and Québec within the global economy. Prerequisite: FR 203.

OR

GER 325-4 Business German

An introduction to the language of business German with insight into Germany's place in the global economy. Prerequisite: GER 203.

OR

SPA 325-4 Business Spanish

An introduction to the language of business Spanish with insight into Spain and Latin America within the global economy. Prerequisite: SPN 203.

B. International Relations (4 credits)

PLS 222-4 International Relations

Introductory survey of the international political system including study of state and non state actors, major features of the system, conflict roots and approaches to peace-keeping, and current issues. Prerequisite: PLS 200 or permission of instructor.

C. International Business Foundations (3 credits)

IB 201-3 International Business and Trade

Survey of international business and trade functions and processes. The course is designed to familiarize individuals with the fundamental principles and practices of international trade management. Open only to non-business majors.

D. Management and Marketing Foundations (10 credits)

FOUR required foundation courses in general business:

MGT 302-3 Management and Organizational Behavior

Introduction to the functions and practices of management with emphasis on behavior within organizations. Topics include planning, controlling, leadership, motivation, and individual differences.

MKT 301-3 Principles of Marketing

Explores the structure and functioning of the American marketing system and surveys the economic and social determinants; cost, productivity, and efficiency; product, price, promotion, and distribution exchange elements; and marketing research and planning.

MKT 302-3 Marketing Management

Emphasis on experiential learning of strategies and skills related to understanding internal and external influences and marketing functions within the framework of marketing planning. Prerequisite: MKT 301. 302L-1 Marketing Management Lab

Develops business professionalism skills relevant to marketing management.
Prerequisite: MKT 301.

MKT 302L-1 Marketing Management Lab

Develops business professionalism skills relevant to marketing management.

E. International Business (6 credits)

TWO required international business courses:

MGT 485-3 International Management

Studies fundamental concepts of international management and examines cultural, institutional, behavioral, and management systems and their operation in the international sphere. Prerequisite: MGT 302.

MKT 421-3 International Marketing

Analysis of the nature and scope of international marketing including its managerial and operational problems. Emphasis is on the role of environmental differences that influence marketing strategy. Prerequisite: MKT 302.

III. Credit Hours

The international business minor includes 27 hours of required course work in language, international relations, international management, international marketing, and international business.

The College of Business also offers an international business major. In addition to completing the major requirements, 62 hours of core and concentration course work, they must complete 76 hours of common-body-of-business-knowledge course work. The proposal is clearly for a minor in international business, not for a less time consuming and less rigorous major in international business.

IV. Program Quality

The international business minor will be open to all non-business majors, however, the minor will especially appeal to Liberal Arts majors. Students in Liberal Arts can complete 8 credits, a course in language and a course in international relations, as part of their major requirements and/or electives. Therefore, only 19 credit hours, 7 courses, remain for Liberal Arts students to complete the international business minor. The required international management, international marketing, and international business courses do require some prerequisites, which are also general liberal arts requirements or general business requirements within the international business minor. Therefore, non-business students pursuing the international business minor will not be disadvantaged by a program which includes 300 and 400-level courses.

Grading for all required and elective courses in the international business minor is by letter grade. No pass/fail options are offered. Furthermore, to receive a “Minor in International Business” designation on the students’ transcript upon graduation, all course work (27 credits, 9 courses) must be completed with a “C” average or higher.

V. Student Performance

Students may apply for admission to the international business minor when they have been admitted to their major program and earned junior status (90 hours). The GPA required for admission to the international business minor is the same as the required GPA required for admission to their major program. To receive the “Minor in International Business” designation on their transcript upon graduation, the required and elective course work for the international business minor must be completed with a “C” average, or higher.

VI. Coordination

The international business minor is only available to non-business majors. The minor provides students with courses in business language, international relations, international management, international marketing, and international business.

VII. Prerequisites

Prerequisites are required for each international business minor course except MGT 302 and MKT 301, which require none. However, the required prerequisites will be completed by students by completing their general liberal arts requirements or general business courses, which are also required in the international business minor.

VIII. Resource Review

The international business minor courses are listed in the Undergraduate Catalogue and are regularly offered. A new course, International Business and Trade (IB 201) will be offered for the new international business minor (please see the attached course syllabus). This course will be taught by the Director of the International Business minor (Associate Dean for Community Relations, who is also a Professor of Management).

Attached are letters from the Dean of the College of Liberal Arts, the Chair of Modern Languages, the Chair of Political Science, the Chair of Management, and the Chair of Marketing addressing resources for the minor. Also attached is a letter of support from the Director of the International Studies major, indicating the need for the minor.

IX. Administrative Processes

The Associate Dean for Community Relations, acting as the Director of the International Business minor, will assume responsibility for the program's academic and related issues. The Division of Community Programs currently provides this role with respect to international business majors.

The International Business Committee, which consists of faculty primarily from the College of Business who teach international business courses, and faculty from the College of Liberal Arts who teach international studies and modern language courses, will serve as the faculty body to review academic issues related to the minor.

The Division of Community Programs in conjunction with the International Business Committee will monitor student scheduling and consult with department chairs on related academic issues.

CURRICULUM PROPOSAL INTERNATIONAL TRADE MINOR

I. Catalog Description

This minor is only open to business majors. These students may earn a minor in international trade, in addition to their major, by completing the 21 hours of required course work listed below. Students who complete the 21 hours of course work, with a “C” or higher average, will receive the designation of “Minor in International Trade” on their transcript when they graduate.

This minor should be selected by students who want to enhance their major with a broad overview of each functional area of international business and trade. The minor also includes a capstone course in international trade management, which ties together each of the functional areas. Although students are not required to study a foreign language, they are greatly encouraged to enhance their studies and compliment the international trade minor with foreign language study.

II. Objectives and Program (courses)

The following course work was selected to achieve the following objectives:

To provide business students with a firm grounding in each functional area of international business and trade, tied together with a capstone course in international trade management.

To enhance business students’ major with an international business background for administrative careers which require knowledge in international trade and international business operations.

The following **SIX** required courses are included in the international trade minor (**18 credits**):

ACC 451-3 International Accounting

Examines comparative country practices and the international aspects of various accounting topics-financial and managerial accounting, social accounting, inflation accounting, auditing, and taxation. Prerequisite: ACC 202 or equivalent.

FIN 490-3 International Financial Management

Study of the international aspects of financial management. Topics include foreign exchange management, international capital budgeting, international financing, tax planning, and working capital management. Prerequisite: FIN 302.

MGT 485-3 International Management

Studies fundamental concepts of international management and examines cultural, institutional, behavioral, and management systems and their operation in the international sphere. Prerequisite: MGT 302.

MS 340-3 Global Operations Management

Success in international business depends on efficient and effective operations in managing the global supply chain. This course covers important issues relating to global supply chain management and coordinating production plans across the world. Prerequisite: MS 306.

MKT 421-3 International Marketing

Analysis of the nature and scope of international marketing including its managerial and operational problems. Emphasis is on the role of environmental differences that influence marketing strategy. Prerequisite: MKT 302.

IB 486-3 International Trade Management

Overview and application of the concepts and principles required to conduct import and export operations within the firm. Students apply international trade management concepts through participation in an international trade team project. Prerequisite: MGT 302; MKT 302; FIN 302.

Students must also select **ONE** course from the following options (**3 credits**):

EC 435-3 Comparative Economic Systems

Comparison of institutions of various capitalist and socialist economies including economies in transition. Comparative analysis provides a basis for evaluating government policy. Prerequisite: EC 201, 202, 203, or permission of instructor.

OR

EC 441-3 International Trade and the Economy

Economic reasons for international trade. Impact of trade and its restrictions on economic aggregates. Prerequisite: EC 201, 202, 203, or permission of instructor.

OR

EC 442-3 International Monetary Theory and Problems

Studies international monetary relations and problems. Focuses on institutions and arrangements used to finance international trade. Topics include balance of payments, the dollar and foreign exchange markets, Euro currencies, petrodollars and OPEC, and multinational corporations. Prerequisite: EC 201, 202, 203, or permission of instructor.

OR

EC 444-3 Economic Development and World Poverty

Explores theories of economic development and underdevelopment and their relationship to poverty. Develops strategies for reducing world poverty from different perspectives. Prerequisite: EC 201, 202, 203, or permission of instructor.

III. Credit Hours

The international trade minor includes course work of 21 required credit hours of international business and trade. The required course work provides a basic understanding of international business issues companies face in the modern global economy. The minor also includes 3 credit hours of required course work in international trade management.

The College of Business also offers an international business major. In addition to completing the major requirements, 62 hours of core and concentration course work, they must complete 76 hours of common-body-of-business-knowledge course work. The proposal is clearly for a minor in international trade, not for a less time consuming and less rigorous major in international business.

IV. Program Quality

The international trade minor will be open to all business students who are not international business majors. The international business and trade courses require prerequisites, however the prerequisites will already be completed through the business core requirements. Therefore, business students pursuing the international trade minor will not be disadvantaged by a program which includes 300 and 400-level courses.

Grading for all required and elective courses in the international trade minor is by letter grades. No pass/fail options are offered. Furthermore, to receive a “Minor in International Trade” designation on the students’ transcript upon graduation, the required and elective course work must be completed with a “C” average or higher. The international business majors also must complete their major core and concentration course work with a “C” average, or higher.

V. Student Performance

Students may apply for admission to the international trade minor when they have been admitted to their major program in business and earned junior status (90 hours). The GPA required for admission to the international trade minor is the same as the required GPA required for admission to their major program. To receive the “Minor in International Trade” designation on their transcript upon graduation, the required and elective course work for the international trade minor must be completed with a “C” average, or higher.

VI. Coordination

The international trade minor is available only to business majors and provides students with a broad overview of each functional area of international business and trade.

VII. Prerequisites

Prerequisites are required for each international trade minor course. However, those prerequisites will be completed by students through completing the business core requirements for their major.

VIII. Resource Review

The international trade minor courses are listed in the Undergraduate Catalogue and are regularly offered. No new courses or resources are required to offer the international trade minor.

IX. Administrative Processes

The Associate Dean for Community Relations, acting as the Director of the International Trade minor, will assume responsibility for the program's academic and related issues. The Division of Community Programs currently provides this role with respect to international business majors.

The International Business Committee, which consists of faculty primarily from the College of Business who teach in international business areas, will serve as the faculty body to review academic issues related to the minor.

The Division of Community Programs, in conjunction with the International Business Committee, will monitor student scheduling and consult with department chairs on related academic issues.

Undergraduate Curriculum and Academic Policy Committee

Guidelines, Processes, and Procedures For Proposing New and Deleting Existing Courses and Modifying Existing Courses

Available to View as a Web Document or as a PDF File (requires Acrobat Reader).
For printing copies, PDF may be preferred.

[Proposing New and Deleting Existing Courses](#)

[\(Also Available to View and Print as a PDF File\)](#)

[Modifying Existing Courses](#)

[\(Also Available to View and Print as a PDF File\)](#)

Overview Flowchart of Review Process

[Available Only to View and Print as a PDF](#)

Approved:

Undergraduate Curriculum and Academic Policy Committee, November 27, 2001

Faculty Senate, February 4, 2002

General Faculty, February 19, 2002

**Return To:
[UCAPC HOME](#)**

Undergraduate Curriculum and Academic Policy Committee

Procedures and Guidelines for Proposing New Courses and Deleting Existing Courses (University Undergraduate Course Inventory)

New Course Proposals and Deletion of Existing Courses

Academic units have primary responsibility for determining the University's undergraduate course inventory. Upon review, the University Curriculum and Academic Policy Committee normally approves recommendations for proposing new courses and deleting existing courses from the inventory. However, proposals for new courses may potentially duplicate in one or more respects the course offerings of other academic units or more generally raise academic concerns. The deletion of existing courses may affect other academic units, including degree requirements and the program of course requirements as would typically be listed in the undergraduate catalog. The following process is intended to facilitate appropriate levels of communication between academic units and the university wide review of undergraduate courses, programs, and degree requirements. In addition, new course proposals must meet general university guidelines, such as appropriate level of course offering and academic rigor, course prerequisites, and, when applicable, general education requirements and writing across the curriculum requirements.

A formal proposal for a new course or for deleting an existing course must be reviewed and approved by the appropriate department and college or school curriculum committee, the college or school faculty if required by that unit, the University Curriculum and Academic Policy Committee, and the Faculty Senate.

Proposals for new courses and for the deletion of existing courses carrying both undergraduate credit and graduate credit must be submitted to the Undergraduate Curriculum and Academic Policy Committee following the procedures contained herein and to the Graduate Council following the procedures established by that Council.

Course Numbering System

0-99 Precollege-level courses.

100-499 Lower division courses intended for undergraduate credit only. The first digit indicates the general level of the course: 1 for a first-year course, 2 for a second-year course, 3 for a third-year course, 4 for a fourth-year course. Courses in this category that are acceptable for graduate credit carry alternate numbers in which the first digit only is changed to a 5 or 6 according to the definitions below.

500-599 Courses that carry graduate credit only in major field different from that of the department offering of the course. Most such courses will be alternate designations of courses normally numbered 300-499.

600-699 Courses that carry graduate credit in any major field and have alternate designations in which the first digit is a 4 when taken for undergraduate credit.

700-799 Courses intended for graduate credit only.

Procedures and Guidelines for Preparing New Course Proposals and Deletion of Existing Courses

The following establishes the procedures and guidelines for proposals of new courses and the deletion of existing courses from the University's inventory of undergraduate courses:

I. New Course Proposals

- a. Submit a **Course Inventory Request Form**
- b. Attach a Course Syllabus based on the following guidelines*:

I. Course Information

Course Title
Course Number
Course Meeting Times

II. Course Materials (specify required and recommended)

Textbooks
Articles, Readings, etc.
Computing and/or Internet Resources
Other

III. Course Objectives

IV. Course Prerequisites

V. Method of Instruction

VI. Evaluation and Policy

Tests (numerical points or percentage)
Quizzes (numerical points or percentage)
In-Class Writing (numerical points or percentage)
Out-of-Class Writing, Papers, or Research
(numerical points or percentage)
Individual Projects or Group Projects (numerical
points or percentage)
Attendance Policy (numerical points or percentage)

VII. Grading Policy

Final course letter grade earned in relation to
evaluation and policy.

When applicable, final Writing-Intensive grade earned in relation to writing requirements (for Writing Across the Curriculum courses in General Education and in the Major)

VIII. Assignments and Course Outline

Textbook, Journal Articles, Internet Resources, etc.
Organized by topic and date or week of meeting times.

IX. Other Information

Office of Disability Services (guidelines to accommodate students)

For General Education Program Courses: General Education Goals in general and specifically how the course is part of the program.

For Writing Across the Curriculum Courses: WAC Goals in general and specifically how the course is part of the program.

* Some courses may differ significantly from traditional offerings or may be more loosely structured and, therefore, not be appropriate to this guideline. In such cases, a course syllabus format suitable to that course should be developed and submitted.

II. Deletion of an Existing Course*

a. Submit a **Course Inventory Request Form**

* Note: Deletion of a course from the inventory allows a reuse of that course number for future new course proposals. If an academic unit wishes to deactivate a course so it remains in the University's inventory of courses for possible future offerings but does not appear in the Undergraduate Catalog, then it is required to submit a Course Modification Request Form instead of a Course Inventory Request Form.

Procedures for Submitting Course Inventory Requests

An original and eighteen copies of the Course Inventory Request Form and course syllabus (for new course proposals) attached to each Form should be submitted through the dean's office of the department's college or school to the Undergraduate Curriculum and Academic Policy Committee. At the same time, the dean's office should provide copies to all other deans of colleges and schools to be made available for additional review by curriculum committees, departments, and faculty and to the Office of the Provost, and other university offices as deemed necessary by the Office of the Provost and the Council of Deans.



Wright State University
Dayton, Ohio 45435

Course Inventory Request

Use a separate form for each course.

Department _____ Course no. _____ Effective term/Year _____

Course title for catalog _____

Add/Attach syllabus Permanent One-time Delete/No further information required

Date number cleared with college office _____

This course will be offered for General Education credit (undergraduate only) _____

Course title for student record _____

Will there be title variations Yes

Credit hours _____ If variable, range is _____ to _____

Grading system/Check one ABCDF PU ABCDF/PU (optional)

Prerequisite courses _____

Enrollment restrictions _____

If classes will not be scheduled as lectures, indicate class type _____

Catalog description/34 words maximum _____

If course will be cross-listed with another department, indicate department, course no. _____

Indicate colleges/departments notified of course proposal _____

Reason for request _____

Department Chair _____ Chair _____ Date _____

Forward all copies to:
College Curriculum Committee _____ Chair _____ Date _____

Forward all copies to
College Dean _____ Dean _____ Date _____

Forward all copies:
Undergraduate to University Curriculum Committee _____ Chair _____ Date _____

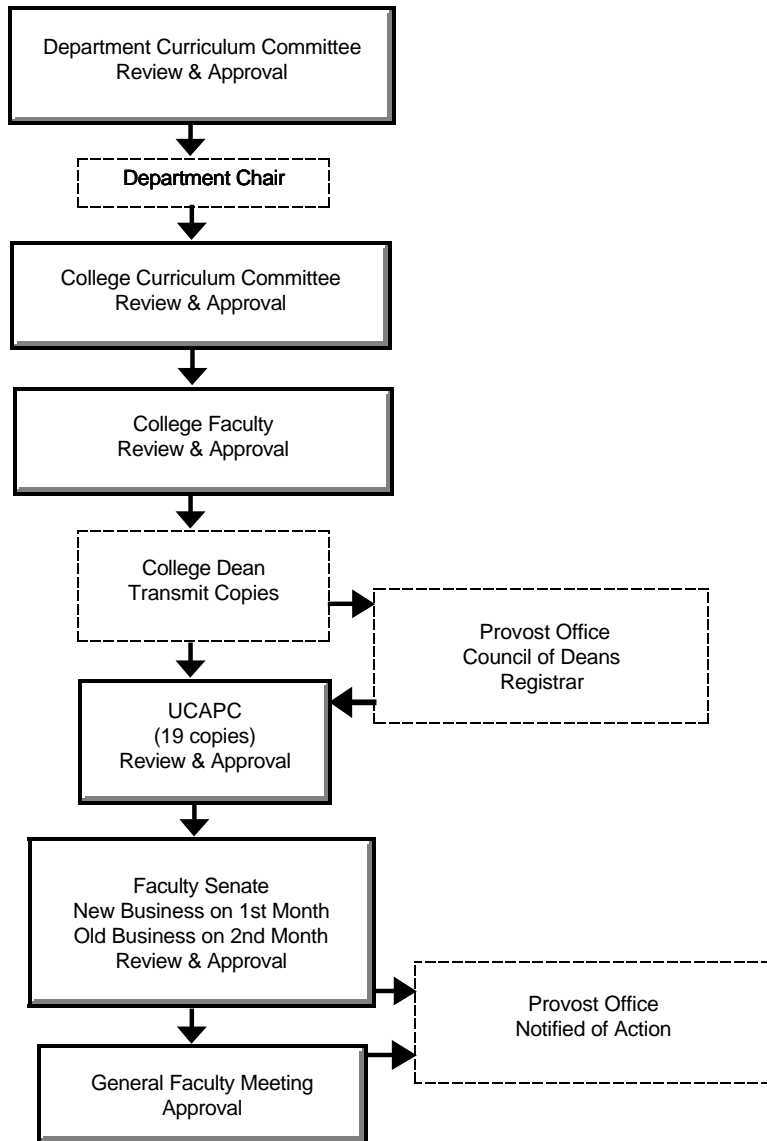
Academic Council _____
Date approved _____
Graduate to School of Graduate Studies _____ Dean _____ Date _____

Registrar _____
Date received _____ Date approved _____

Obtain this Form from Department, College or School, or Registrar Office

Wright State University Curriculum And Academic Policy Review Process*

Legend:



* The Faculty Senate delegates to the Undergraduate Curriculum and Academic Policy Committee (UCAPC) the approval of Course Inventory Requests and Course Modification Requests except where additional review and approval by the Faculty Senate is requested or determined necessary, e.g., in the mediation of undergraduate curricular disputes between colleges or schools that can not be resolved by the UCAPC.

Approved:
Undergraduate Curriculum and Academic Policy Committee, November 27, 2001
Faculty Senate, February 4, 2002
General Faculty, February 19, 2002

Undergraduate Curriculum and Academic Policy Committee

Procedures and Guidelines **for** **Modifying Existing Courses** **(Undergraduate Course Modification)**

Modifying Existing Courses

Academic units have primary responsibility for determining the University's undergraduate course inventory and the modification of courses in the inventory. Upon review, the University Curriculum and Academic Policy Committee normally approves recommendations for proposing the modification of existing courses in the inventory. However, proposals to modify existing courses may potentially affect other academic units or more generally raise academic concerns, including possible concerns regarding degree requirements and the program of course requirements as would typically be listed in the undergraduate catalog. The following process is intended to facilitate appropriate levels of communication between academic units and the university wide review of undergraduate courses, programs, and degree requirements. In addition, proposals for modifying existing courses must meet general university guidelines, such as appropriate level of course offering and academic rigor, course prerequisites, and, when applicable, general education requirements and writing across the curriculum requirements.

A formal proposal for modifying an existing course must be reviewed and approved by the appropriate department and college or school curriculum committee, the college or school faculty if required by that unit, the University Curriculum and Academic Policy Committee, and the Faculty Senate.

Proposals for modifying existing courses carrying both undergraduate credit and graduate credit must be submitted to the Undergraduate Curriculum and Academic Policy Committee following the procedures contained herein and to the Graduate Council following the procedures established by that Council.

Course Numbering System

0-99 Precollege-level courses.

100-499 Lower division courses intended for undergraduate credit only. The first digit indicates the general level of the course: 1 for a first-year course, 2 for a second-year course, 3 for a third-year course, 4 for a fourth-year course. Courses in this category that are acceptable for graduate credit carry alternate numbers in which the first digit only is changed to a 5 or 6 according to the definitions below.

500-599 Courses that carry graduate credit only in major field different from that of the department offering of the course. Most such courses will be alternate designations of courses normally numbered 300-499.

600-699 Courses that carry graduate credit in any major field and have alternate designations in which the first digit is a 4 when taken for undergraduate credit.

700-799 Courses intended for graduate credit only.

Procedures and Guidelines for Preparing Proposals for Modifying Existing Courses

The following establishes the procedures and guidelines for proposals to modify existing courses in the University's inventory of undergraduate courses:

Submit a **Course Modification Request Form**

As specified on the Course Modification Form, include a reason for request when modifying "Grading" or "General Education credit (courses)."

In cases where the course modification is significant (e.g., an increase in credit hours, substantial changes in course content, etc.), it is recommended that for purposes of review and comparison the existing Course Syllabus and a new Course Syllabus be submitted. The new Course Syllabus to be submitted should be based on the following guidelines*:

I. Course Information

Course Title
Course Number
Course Meeting Times

II. Course Materials (specify required and recommended)

Textbooks
Articles, Readings, etc.
Computing and/or Internet Resources
Other

III. Course Objectives

IV. Course Prerequisites

V. Method of Instruction

VI. Evaluation and Policy

Tests (numerical points or percentage)
Quizzes (numerical points or percentage)
In-Class Writing (numerical points or percentage)
Out-of-Class Writing , Papers, or Research
(numerical points or percentage)
Individual Projects or Group Projects (numerical
points or percentage)

Attendance Policy (numerical points or percentage)

VII. Grading Policy

Final course letter grade earned in relation to evaluation and policy.

When applicable, final Writing-Intensive grade earned in relation to writing requirements (for Writing Across the Curriculum courses in General Education and in the Major)

VIII. Assignments and Course Outline

Textbook, Journal Articles, Internet Resources, etc.
Organized by topic and date or week of meeting times.

IX. Other Information

Office of Disability Services (guidelines to accommodate students)

For General Education Program Courses: General Education Goals in general and specifically how the course is part of the program.

For Writing Across the Curriculum Courses: WAC Goals in general and specifically how the course is part of the program.

* Some courses may differ significantly from traditional offerings or may be more loosely structured and, therefore, not be appropriate to this guideline. In such cases, a course syllabus format suitable to that course should be developed and submitted.

Procedures for Submitting Course Modification Requests

An original and eighteen copies of the Course Modification Request Form and, in applicable cases, a course syllabus attached to each Form should be submitted through the dean's office of the department's college or school to the Undergraduate Curriculum and Academic Policy Committee. At the same time, the dean's office should provide copies to all other deans of colleges and schools to be made available for additional review by curriculum committees, departments, and faculty and to the Office of the Provost, and other university offices as deemed necessary by the Office of the Provost and the Council of Deans.

A flowchart of the curriculum and academic policy review process for modifying existing courses is contained in the following (requires Adobe Acrobat Reader):
