

NCA Self Study
Criterion 3 Documents

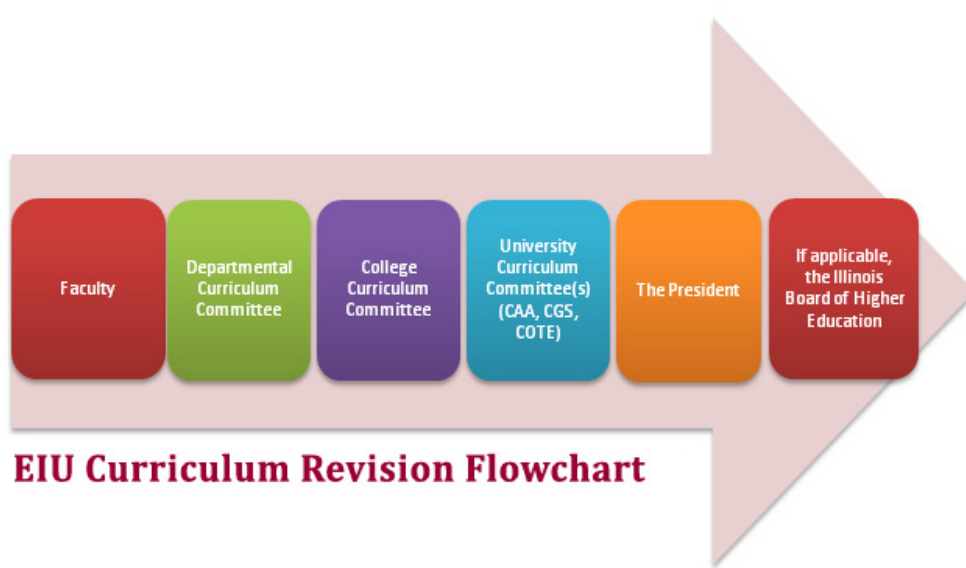
Eastern Illinois University

Year 2014

Curriculum Approval Flowchart

Eastern Illinois University

Curriculum Approval at EIU



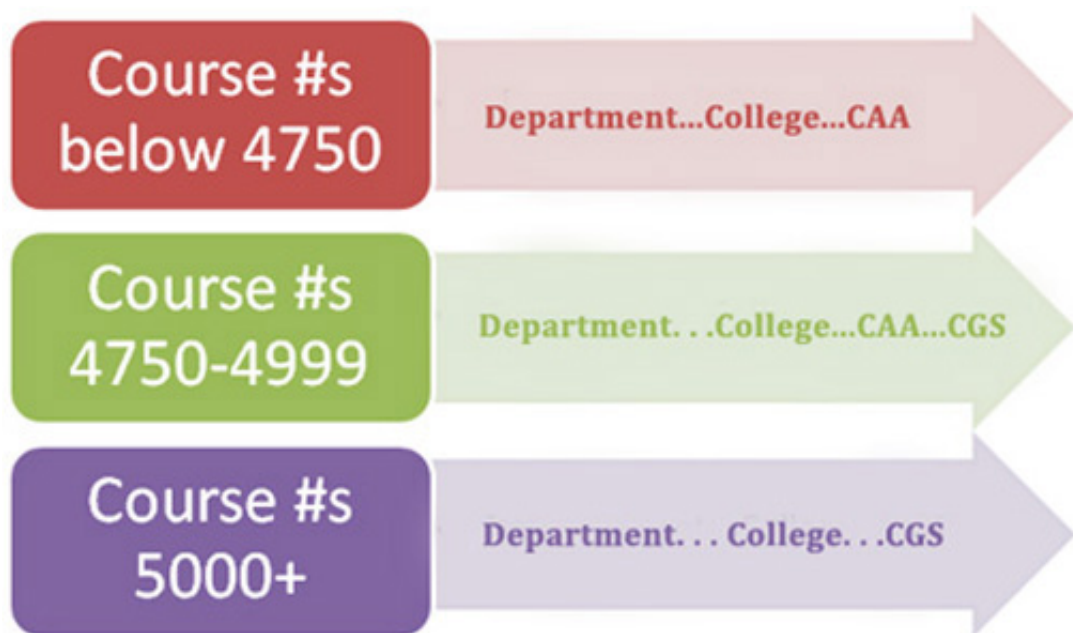
The Big Picture

On Campus: Curriculum revisions flow from the faculty member to the departmental curriculum committee, the college curriculum committee, and the university curriculum committee(s) prior to being approved by the President. (The President's approval is implicit unless he advises the committee to the contrary.)

Off-Campus: The Illinois Board of Higher Education or its staff must approve all new degree programs prior to their offering, as well as any off-campus programs to be offered outside EIU's region. The Higher Learning Commission, EIU's chief accrediting agency, also is involved in the approval process: Prior HLC authorization is required for us to deliver programs at new off-campus sites/addresses.

The Details:

- [Revising or Adding Courses](#)
- [Revising or Adding Programs](#)



Course Revision Process

If the proposal requests minor changes to an existing course, submit a request for executive action.

Minor changes to courses that do not result in significant changes to course content may be approved by **executive action** (i.e., by the executive officer of CAA and/or CGS). Request executive action when you are proposing changes in course titles, prerequisites, credits, and descriptions. These requests are developed by the department and submitted by deans to the executive officer of the appropriate university curriculum committee. They consist of a brief description of the nature of and a rationale for the change and should include the current and the proposed course description for comparison. Consult your college curriculum committee chairperson for details.

Notes:

1. Requests for executive action should be submitted by the dean to the appropriate executive officer through the recorder for [CAA](#) and/or [CGS](#). If the course is numbered 4750-4999, it must be submitted to *both* councils.
2. Renumberings that change the level of a course (e.g., from 1XXX to 2XXX) may not be made by executive action.
3. Title, credit hour, and prefix changes may not be made effective in a term for which registration already has begun.
4. Executive actions automatically are approved once they have been published in the CAA or CGS *Minutes*. However, if members of the university curriculum committee believe an item submitted as an executive action warrants further study, they may request that it be added to the agenda and discussed in more detail.

If the proposal requests more significant changes to an existing course or proposes a new course, submit it using the [course proposal format](#).

Notes:

1. You will find technical directions for using the form [here](#).
2. At the top of the form, identify your proposal as a “Revised” or “New” course, and include the course prefix, number, and title.
3. Use a font other than Times Roman so that your information is easy to distinguish from that on the form itself.
4. If there is a course that is equivalent to this one, indicate this in 8a. If you do not wish students to enroll in your course after completing the equivalent course, indicate this as well.
5. If you identify prerequisite courses in 8b, include the minimum grade students must have earned in these courses to have satisfied the prerequisite. If you want the prerequisite enforced in Banner (so that students who have not completed the prerequisites or have

not done so with the appropriate grade may not enroll in this course), indicate this.

6. If your course may be repeated (8e), be sure to identify the total hours the student may earn in the course OR the total number of times she may repeat it. If you intend to limit the number of hours that count toward the major, minor, graduation, etc., please include this information too.
7. In the learning assurance section (Part II), be sure your learning objectives are clear and specific. Click [here](#) for some tips on writing learning objectives.
8. Syllabi for revised and new courses are available in the [electronic course library](#).
9. If you would like to alert your students to services provided by the Student Success Center, please insert this [statement](#).
10. New and revised course proposals should be submitted to the University Councils through the recorder for [CAA](#) and/or [CGS](#). If the course is numbered 4750-4999, it must be submitted to *both* councils.
11. Course proposals originating in units which do not have departmental curriculum committees (for example, AFR, BGS, HON, SOS) are vetted through an advisory committee prior to being sent to the appropriate college curriculum committee (or that college's dean, if no college curriculum committee exists).

	Revised Program	New Program
Concentration	Must be approved by the appropriate department, college, and university curriculum committee.	Must be approved by the appropriate department, college, and university curriculum committee and reported to the IBHE.
Minor	Must be approved by the appropriate department, college, and university curriculum committee.	Must be approved by the appropriate department, college, and university curriculum committee and reported to the IBHE.
Option	Must be approved by the appropriate department, college, and university curriculum committee.	Must be approved by the appropriate department, college, and university curriculum committee and reported to the IBHE.
Major	Must be approved by the appropriate department, college, and university curriculum committee.	Must be approved by the appropriate department, college, and university curriculum committee, as well as the IBHE. (A new program that is an outgrowth of an existing program is approved by IBHE staff; all others are approved by the IBHE Board.)

Program Revisions and Additions

If you are requesting revisions to an existing program or approval for a new one, follow the process detailed in the chart above.

Revising a Program

Programmatic revisions take many forms, including changing a program's name and course prefix, adding and deleting required and elective courses, updating course titles and credit hours, and so on.

- Prepare a request that includes both the current catalog copy and the proposed revised copy (side by side or one after the other). **Use font colors and strike-outs to clearly identify what you have changed. See note 1 below.**
- Include a cover page that summarizes the requested changes and explains why they are needed.
- Clearly note when the revised program goes into effect (e.g., Fall 2012). **See note 2 below.**
- Identify the dates on which the proposed revisions were approved by the department and college curriculum committees.
- Submit your revised program proposal or executive action request (See note 1 below) to [CAA](#) (undergraduate programs except those preparing teaching professionals), [COTE](#) (undergraduate and graduate programs that prepare teaching professionals), and/or [CGS](#) (all graduate programs). (Graduate programs that prepare teaching professionals must be submitted to *both* COTE and CGS.) **See note 3 below.**

Notes:

1. COTE bylaws make no provisions for revising programs through executive action. However, CAA allows the following minor changes to undergraduate programs to be requested via executive action:
 - Additions or deletions of electives in majors, minors, and concentrations.
 - Changes to the titles of existing concentrations.
 CGS also allows minor changes to graduate programs to be requested via executive action. Contact the Dean of the Graduate School if you have

questions.

- CAA requires that key revisions to degree programs (changes in admission, course, and credit hour requirements for majors, options, minors, and concentrations) become effective in the subsequent fall semester. ***This is a good practice to follow with all program revisions.*** When in doubt about when to make a program revision effective, please consult your college's certifying officer.
- The individual who submits requests for programmatic revisions to the University councils may vary from college to college. Consult your dean, college curriculum committee chairperson, or certifying officer for information about the process at work in your college.
- Program revisions originating in units which do not have departmental curriculum committees (for example, AFR, BGS, SOS) are vetted through an advisory committee prior to being sent to the appropriate college curriculum committee (or that college's dean, if no college curriculum committee exists).

Adding a New Program

To request approval of a new major, certificate, option, minor, or concentration, prepare a full catalog description of this program, using the degree program sections of the [undergraduate](#) and [graduate](#) catalogs as your guide.

- Include a cover page that summarizes the new program and explains why it is needed.
- Clearly note when the revised program goes into effect (e.g., Fall 2012).
- Submit your new program proposal to [CAA](#) (undergraduate programs except those preparing teaching professionals), [COTE](#) (undergraduate and graduate programs that prepare teaching professionals), and/or [CGS](#) (all graduate programs). (Graduate programs that prepare teaching professionals must be submitted to *both* COTE and CGS.) ***See note 3 below.***
- The VPAA's Office must report new options, minors, and concentrations to the Illinois Board of Higher Education after they are approved on campus, but no individual approval is required. However, if your request is for a new major or certificate program, you will need prior approval from the IBHE to offer it. ***See notes 1 and 2 below.***

Notes:

- If the new major or certificate program is closely related to an existing major, we can request its approval through an abbreviated process called the **Reasonable and Moderate Extension (RME)**. The RME is the appropriate form via which to request a BA in Chemistry, for instance, since we already have an approved BS in Chemistry; to request an MS in Dietetics, since Dietetics already is an approved option in the MS in Family and Consumer Sciences; or to request a post-baccalaureate Certificate in Reading Improvement, since we already have an approved concentration in reading in the MSED for Elementary Education. If your new program will require approval via the RME process, please prepare it using the [RME format](#). (Save time by using this form when you prepare your request for the department and university Council(s).) If you have questions about this process, contact krpickle@eiu.edu. **NB: It may take as long as 6 months for IBHE staff to approve an RME. Set your program's effective date accordingly.**
- Requests for all other new programs must be submitted as **New Program Requests (NPR)** and formally approved by EIU's Board of Trustees and the IBHE Board. The NPR is a lengthy, highly detailed report that includes a strong rationale, complete catalog copy, course descriptions, assessment plan, employment projections, quality assurance plan, enrollment projections, costs, facilities, faculty qualifications, etc. Contact krpickle@eiu.edu for details. **NB: It will take about 6 months for you to write the proposal and seek its approval on campus, and at least 6 months for the IBHE to approve it. Set your program's effective date accordingly.**
- The individual who submits requests for program additions to the university councils may vary from college to college. Consult your dean, college curriculum committee chairperson, or certifying officer for information about the process at work in your college.