Curricular Proposal Process
Faculty Council on Academic Affairs (FCAA)
Approved January 31, 2013

Instructions for Proposal Authors
Curricular proposals are required for new courses and course deletions, for changes of description, title, number, graduate credit, credit hours, course level, and prerequisites, and for program requirement changes and program changes.

New programs should be developed according to IBHE specifications

Proposal authors developing a curriculum towards a new certification should alert the University Registrar in Enrollment. Proposal authors requesting a program name change should alert Assistant to the Provost in Academic Affairs.

If the proposal is for a new General Education (GenEd) and/or a First Year Experience (FYE) course, authors should consult with these programs’ respective committees to make sure the proposal adheres to the special requirements of the programs. If the proposal is a new Writing Intensive Program (WIP) course, it must first be approved by the Writing Intensive Faculty Advisory Committee before it is sent to the college curriculum committee.

The newly adopted curricular proposal and evaluation process is electronic and uses the forms below. Please do not send syllabi to the college or university level; syllabi are to be reviewed and archived by the department (see under Instructions for Departments, below, for college syllabus templates).

New Course Form
http://www.neiu.edu/~facsen/Documents/New%20Course%20Form%20-%20%2802-01-12%29.pdf

Course Modification Form
http://www.neiu.edu/~facsen/Documents/Modified%20Course%20Form%20-%20%2804-02-11%29.pdf

Program Modification Form
http://www.neiu.edu/~facsen/Documents/Program%20Modification%20Form%20-%20%2804-07-11%29.pdf

Writing Intensive Proposal Form for WIFAC submission
http://www.neiu.edu/~wif/home_files/wifac.htm#WIFAC%20Course%20Proposal%20Form

New Program, Major and Minor Form
Documents/NewProgramMajorMinorGuidelines_FcaaApproved_20130404.pdf

IBHE definition criteria for approval of New Units of Instruction:
http://www.ibhe.org/Academic%20Affairs/Applications/public/materials/23_IIIAdmCode1050%28April%202012%29.pdf

The completed proposal forms move in the following sequence of approvals, from and to:
- Department chair. Consultation with the General Education Committee (GEC), the Graduate Council Advisory Committee (GCAC), and/or the First Year Experience (FYE) Program, if applicable, is advised.
- Writing Intensive Faculty Advisory Committee (WIFAC), if applicable
- College Academic Affairs Committee and Dean
- The GEC or GCAC, if applicable. (These committees will have 30 days- 15 more if revisions are requested- to review proposals at this stage. If a committee has requested revisions and revisions are not made within the allotted time period, the proposal is sent back to the department.)
- The Faculty Council on Academic Affairs (FCAA)

At each level the step outlined above the proposal should be emailed with a memo of approval in the body that
- provides the prefix, number and title of course in its proposed form
- states whether it is new, temporary or modified
- specifies the modifications proposed
Full governance is minimally a full semester process; proposals submitted by February 1st will typically meet the printing deadline for new Academic Catalog published each fall. However, if the proposal has to be sent back at any level for revisions, it may not meet the publication deadline.

Cross listed new course proposals need to have both prefixes, names, titles in the course creation form's initial informational fields or separate course creation proposals in the case of two new courses to be taught in separate departments or programs or with separate numbers. If the cross listing involves an existing course and a new course, a course modification form and a new course form are required with the cross listing information on both.

**Instructions for Departments**

The proposing department is responsible for ensuring that proposal reflects appropriate disciplinary rigor and currency, and further that

1) syllabi meet college requirements

2) the necessary resources (library, technology, space, etc.) are in place to accommodate the course, and/or coordinating with the appropriate campus offices to procure the required resources

3) the proposal objectives comply with program/department goals, learning outcomes, etc., and that the proposed course is incorporated into the program/department assessment plan

4) other departments with like courses/programs have the opportunity to review the curricular proposal prior to it entering the governance pipeline (memo(s) of support or understanding should be attached when applicable)

**Challenge Procedure:** Once a proposal has been received by the college or the FCAA, challenges are permissible within the ten day period. If the departments involved are within one college and are unable to come to an agreement, the college committee should be addressed; if the problem is an inter-collegiate matter, the FCAA should be addressed. Written documentation and the appearance at a committee meeting will be asked of the departments/programs involved.

5) the details of cross-listing the course with another program are coordinated if applicable (a memo of understanding from the other program should be submitted with the proposal)

6) in the case of new WIP courses, WIFAC materials and the approval memo is forwarded to the college with the New Course Form.

7) collaboration with special curricular committees- First Year Experience (FYE), General Education, and Graduate College- as appropriate is considered to avoid delays in the approval process.

8) revisions requested by a curricular review committee are addressed. (This may occur if the proposal is found not to meet special curricular requirements, to be unclear or incomplete or to have excessive typographical or grammatical errors.)

**Overview of Curricular Proposal Process**
New Course Proposals, Course Modifications, Program Modifications, New Majors and New Minor Proposals Other Than Those Specified Below

General Education and Graduate Education courses

New Writing Intensive Courses

Existing Courses for Writing Intensive, General Education and FYE modification:
Non-substantive changes:

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Department --> College and FCAA for ten-day challenge
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Temporary Course Proposals:

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Department --> College for ten-day challenge
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Glossary

Cross listed course  A cross listed course is one that is offered in two or more academic subject areas; it is a cooperative venture between departments. All departments share equally in course delivery and recognize all offerings of the course are equivalent.

- If at all possible, use the same number for all listings.
- Use the same title for all listings.
- Keep prerequisites the same for all listings, stating clearly any exceptions.
- will have the identical catalog descriptions in each listing

Instructional Methods: are part of the new course proposal in order to determine room assignments

Field experience provides the opportunity to apply what you learn in academic instruction, assignments, and readings and can range from observations, interviews, field trips, attendance at meetings, tutoring, teaching a class, and substituting in classrooms. These courses do not receive a room assignment.

Independent study courses require the learner to have clear goals and learning objectives which should be agreed upon with the teacher in a collaborative process. These objectives then serve as a basis for the self assessment, formative and summative evaluation.

Internships provide hands-on experience and enhance knowledge of a career field.

Lab courses provide controlled condition in which scientific research experiments and measurements may be performed. A place equipped for the performance of tests, experiments and investigative procedures is required.

A master's project is a proposal developed and defended by the student that is an original contribution to the field.

A practicum is a course, often in a specialized field of study, that is designed to give students supervised practical application of a previously or concurrently studied theory. These courses do not receive a room assignment.

Student teaching is the culminating experience in the teachers education program that requires one to display the knowledge, skills, and dispositions about teaching and learning.

A studio is an artist’s or worker’s workroom. This can be for the purposed of architecture, painting, pottery (ceramics), sculpture, photography, graphic design, cinematography, animation, radio and television broadcasting or the making of music.

A thesis seminar is a course that supports the submission of document in support of candidature for a degree or a professional qualification presenting the author’s research, analysis, theoretical explorations and findings.

Memo of Approval: an emailed memo of curricular review approval from a college, special curricular committee or the FCAA with the course and program prefixes, numbers and titles included indicating, the modifications requested or that it is a new course or program that moves the proposal from one level to the next.

New program see IBHE criteria:

Non-substantive course modifications include:

- course deletions
- prerequisite changes (that do not result in program modifications)
- number changes not affecting course level
- grammar corrections

Official course: a new course that has successfully completed the full governance process of evaluation. Official courses are printed in the catalog.

Repeatable course: a course that has variable content from semester to semester. Repeatable courses are not courses that may be retaken to improve a grade, which can be any course. In repeatable courses, new material is taught each semester for students who repeat the course. The grade and semester hours earned each repetition count toward the student's grade point average (GPA) and total credits. Examples of repeatable courses can include applied music, art studio, physical education, independent study, internship, thesis research, and special topics courses.

Special topics course (a type of repeatable course): a type of new course that allows for the presentation of current topics related to the academic area. Topics examined in the course will rotate to cover a different area of focus. The number of topics may be from three to six and must be enumerated in the course description for the
Academic Catalogue. Special topics courses are repeatable for credit, and it is the responsibility of the department to ensure that a student does not repeat a topic.

**Temporary course**: a new course that successfully completed the college-level 10-day challenge period. This process allows establishing a course in a short amount of time. Non-First Year Experience (FYE) temporary courses have a lifespan of two years from the date of approval. FYE temporary courses have a three-year lifespan. Temporary courses do not appear in the catalog. During the two- or three-year lifespan of the temporary course, the department may propose to elevate a temporary course to official status using the New Course Form. If the department does not do this, the course is automatically removed from Banner at the end of its lifespan and may not be taught until it is approved as a new course with a new number, and the temporary course number cannot be used for ten years.

**Ten Day Challenge**: When a proposal is posted for a ten day challenge, a memo of notification will go to the appropriate curricular committee with the proposal materials attached. The ten day period will start at the email date of the memo and last for ten spring and fall semester school days excluding Saturdays.

**Contact Information**

CAS: Assistant to the Dean of the CAS at C-Kadow@neiu.edu

COE: Assistant to the Dean of the CEO at P-Vargas@neiu.edu

COBM: Assistant to the Dean of the CBM at E-Reeve@neiu.edu

Academic Affairs: Assistant to the Provost at A-Villate@neiu.edu

Enrollment University Registrar at D-Weber3@neiu.edu

FCAA: Faculty Governance Office at S-Guth1@neiu.edu

General Education Committee: Assistant to the Dean of the CAS at M-Verne@neiu.edu

First Year Experience: B-Sherry@neiu.edu

Graduate College: Dean of the Graduate College at M-Stern2@neiu.edu

Writing Intensive Faculty Advisory Committee: Director of the Center for Academic Writing at MK-Hahn@neiu.edu

http://www.neiu.edu/~wip/home_files/wifac.htm