

## **Adding, Revising, and Deleting Courses; Proposing New Programs; Offering Independent Study Courses**

The College of Education will maintain a systematic process for the approval of new courses, course revisions, and programmatic changes and revisions. Because of the integral way in which courses are related with programs of study and designed to meet specific degree and certification goals, the College of Education has procedures to ensure that courses meet high academic standards and are designed to fulfill the goals for degrees and programs of study. Proposals for new courses and programs and revisions must be submitted through appropriate channels and may be initiated by any member of the College faculty. Requests for independent study courses covering didactic work must be submitted using a specific form.

### **Introduction**

The intent of these procedures is to provide guidance for the approval of new courses and programs, the revision of courses and programs, and modifications to the general studies requirements within the College. Curriculum decisions are generally considered to be the purview of faculty and, in turn, the responsibility for decisions about program and general studies college curriculum rests with faculty. Faculty within each program have the expertise and responsibility for determining course content and the appropriate course of study for program majors within the limits of college resources. This expertise and responsibility must be respected by the faculty and administration of the College of Education. The procedures for proposing and modifying courses and programs function primarily to provide faculty and programs with assistance and consultation in the development of courses and programs. The procedures also ensure that the College uses resources effectively and that courses and programs meet standards for high quality. The intent of these procedures is not to make new course or program approval or revisions difficult, but to facilitate a spirit of cooperation, trust, and respect among faculty and administrators.

### **Program Proposal and Modification**

The following procedures should be followed in proposing or modifying programs:

1. The process for proposing a new program (degree, certificate, concentration, etc.) usually begins when a program identifies a need for a programmatic addition or change
2. The Department Chair contacts the Senior Associate Dean and the Coordinator for Continuous Improvement for the COE Academic Review and Recommendation Form (Intent Form).
3. The Department Chair or their designee returns the Intent Form to the Senior Associate Dean and Coordinator for Continuous Improvement.
4. The Senior Associate Dean discusses the Intent Form with the Administrative Council.
5. After discussion by the Administrative Council, the form will be sent to the Department Chair and the appropriate curriculum change proposal may be prepared for submission to AIC.
6. The department will send the curriculum change proposal to AIC. AIC Representative(s) will take the proposal back to their respective department(s) for discussion. After department discussion, any feedback will be returned to AIC.
7. Upon AIC approval the curriculum change proposal will be sent to the Department Chair. Additionally, the AIC will send the curriculum change proposal and its recommendation to the Leadership Council.

8. The Leadership Council will discuss and send comments and recommendations to the Senior Associate Dean and/or Coordinator for Continuous Improvement, who will then send the comments and recommendations to the Department Chair and faculty member initiating the curriculum change.
9. The Department Chair will address comments and recommendations from AIC and LC and return a revised curriculum change proposal to the Coordinator for Continuous Improvement.
10. Upon recommendation by the Dean, the Coordinator for Continuous Improvement will enter the curriculum change in CIM and monitor its progress.

### **New Course Proposal**

The following procedures should be followed in proposing a new course:

1. The process for proposing a new course usually begins when a faculty member identifies a need for a new course. The faculty member completes a new course proposal packet consisting of a Course Inventory Form, a New Course Proposal Form (both available on the S drive), and a comprehensive syllabus for the proposed course. All syllabi requirements noted in the Online Syllabus Management System (see <http://syllabi.ua.edu>) must be included for the review.
2. The faculty member submits these forms to his/her/their program coordinator for review.
3. After reviewing the proposed course, the program coordinator seeks the advice and approval of appropriate faculty in the program(s) affected regarding the need for the course, the role of the course in the program(s) of study, and the appropriateness of the course goals, objectives, requirements, and class procedures.
4. If the affected program(s) approve the proposed course, the program coordinator forwards the course to the Department Head. If the Department Head approves the proposed course, he/she/they send(s) 1 print and 1 electronic copy to the Academic Issues Committee for review and recommendations, followed by sufficient copies to the Leadership Council.
5. The Academic Issues Committee then the Leadership Council will review the proposed course. If both approve the course, the Academic Issues Committee and the Leadership Council will forward their recommendations to the Dean. If the Academic Issues Committee or the Leadership Council does not approve the course, the course is sent back to the Department Head along with a specific rationale for disapproval.
6. Upon the Dean's approval, the course is entered into the online Courseleaf approval system and into BANNER. The Department Head is responsible for determining that a comprehensive course syllabus for all newly approved courses is on file in the Department Office.

### **Temporary Course Proposal**

Faculty may obtain permission to offer a new course on a one-time, experimental basis. The following procedures should be followed regarding temporary course proposals:

1. The faculty member should send a cover letter to the Dean stating the need for the proposed course, (1) a comprehensive syllabus for the proposed course, (2) a Course Inventory Form, and (3) a New Course Proposal Form.

2. If the Dean approves the proposal, permission will be granted to teach the course only one time. For permanent status the course must be reviewed and approved by the Academic Issues Committee and the Leadership Council following the procedures described in the section "Proposing a New Course."

### **Course Revisions and Deletions**

The following procedures should be followed regarding course revisions:

1. Faculty should update course content and procedures regularly. All revisions in the course should be included in a revised course syllabus which should be filed annually with the Department Head.
2. Major revisions in a course should be sent to the program coordinator who seeks the advice and approval of appropriate faculty in the program(s) affected to determine whether the proposed changes are appropriate. If the affected program(s) approve the proposed major revisions, the program coordinator forwards the revisions to the Department Head who must also approve the revisions.
3. A Course Inventory Form and updated Course Syllabus must be completed and sent (1 print and 1 electronic copy) for review to the Academic Issues Committee for all changes concerning the deletion of a course or change in course number, credit hours, course description, prerequisites, core designations, or title. Those changes/deletions that would impact other programs are also to go through Leadership Council as well.
4. Any course not taught within the past five years will be deleted by the University Registrar's Office.

### **Authorization for Off-Campus Courses**

Each request to provide instructional service off-campus must be considered on the basis of its individual merit through the appropriate authorization channels. Faculty must obtain prior approval for teaching College of Education courses which are offered outside of the regular class schedule of The University (i.e., through the College of Continuing Studies [CCS] and the College's International Program). To teach a course through one of these programs, a College faculty member must obtain prior approval from his/her/their Department Head, the appropriate program director, and the Dean of the College before initiating any action related to scheduling the courses.

#### ***Procedure***

1. The appropriate Program Coordinator identifies the need to offer a particular course.
  - a. May also refer to the directors of these programs/offices: Division of Instructional Programs (CCS), the College's Office of International Programs, and other similar roles.
2. The appropriate program coordinator contacts the Department Head involved (on an informal basis) to determine the availability of personnel in his/her/their Department to teach the course identified and to secure approval for the faculty member's involvement in the course.
3. The Department Head determines the faculty member's eligibility to teach the course.
4. When agreement regarding the course has been reached, the faculty member or the program coordinator prepares the Supplemental Pay Form and transmits it to the Department Head for signature.

5. The Department Head should sign the form and transmit it as follows:
  - a. To the program coordinator (if the form was prepared by the faculty member).
  - b. To the faculty member (if the form was prepared by the program coordinator).
6. The program coordinator or faculty member will sign the form and transmit it to the college coordinator and the Director of Financial Affairs.
7. The Director of Financial Affairs should review the document for consulting, supplemental compensation, as well as other financial implications and recommend approval to the Dean, if appropriate. (If problems are found, the Director of Financial Affairs will contact the program coordinator to discuss the situation.)
8. The Dean will approve or reject the request and return the form to the Director of Financial Affairs.
9. The Director of Financial Affairs should disburse copies of the document as follows: to the Dean, to the appropriate Department Head, to the faculty member involved, and to the Office of Academic Affairs.
10. If the course is canceled, the program coordinator will confirm the cancellation (in writing) to the faculty member and will transmit a copy of the letter to the Dean's Office.

### **Course Duplication**

In cases of dispute regarding course duplication, including those arising from committee actions, individuals concerned shall consult the Dean of the College through established channels. The Dean will either negotiate a solution (appeal being possible through established University policies) or seek appropriate committee or other recommendations. These matters also come through the Academic Issues Committee and Leadership Committee if deletions or major revisions of courses occur to those courses used across programs.