

TO BE RESCINDED

~~3359 20 052 Curricular changes.~~

~~(A) — Curricular change process for curriculum other than distributed learning proposals~~

~~(1) — Each college shall have its own procedure for proposing curricular changes. For the purpose of this document, a course is defined as any university offered curriculum regardless of mode of delivery (e.g. web based, synchronous distance learning, etc.). The following curricular changes require university wide approval.~~

~~(a) — Addition of courses~~

~~(b) — Deletion of courses~~

~~(c) — Changes in course or program names~~

~~(d) — Changes in course or program numbers~~

~~(e) — Changes in course descriptions~~

~~(f) — Changes in course prerequisites~~

~~(g) — Addition of new degrees, minors, or certificate programs~~

~~(h) — Changes in degrees, minors, or certificate programs~~

~~(i) — Proposals that would change any university wide requirements.~~

~~(2) — Curricular proposals shall originate within an academic unit (e.g. department, college, or school). The academic unit shall review the proposal and either approve or reject it. For the purposes of initiating interdisciplinary proposals, which involve two or more academic units, one academic unit shall be identified as the originating unit.~~

~~(a) — For the purposes of this document, an “academic unit” is defined as any group having a separate identity that participates in the offering of curricula.~~

~~(3) — Program changes may require Ohio board of regents approval. It is~~

~~the responsibility of the originating unit to determine if approval is required.~~

- ~~(4) — Proposals can be submitted at any time into the curricular proposal system.~~
 - ~~(a) — For changes to appear in the undergraduate or graduate university bulletin of the following academic year, a proposal must be submitted by a college for university review by the end of the twelfth week of the fall semester.~~
 - ~~(b) — The review process shall be suspended for all periods when classes are not in session, and reactivated with the resumption of classes.~~
 - ~~(c) — Proposals shall not be reviewed during the summer sessions.~~
- ~~(5) — After a proposal is approved by the academic unit, the appropriate college review committee shall review the proposal and either approve or reject it.~~
- ~~(6) — A college approved proposal shall then be released by authorized personnel of the college for institutional review and approval. the proposal shall be available on the university web server for a period of two calendar weeks from the date of release.~~
 - ~~(a) — Various institutional reviews and approvals may be required and shall be given before the proposal can be submitted for university wide review. The reviewing bodies may include but are not limited to library, graduate school, institutional research, distributed learning review committee, and the curriculum review committee (CRC). Details of these review procedures are available in each academic unit.~~
 - ~~(b) — If institutional review cannot be completed within the two calendar week period, the originating unit and the office of the senior vice president and provost shall be notified indicating reasons for the delay and the approximate completion date.~~
 - ~~(c) — When all approvals are obtained, the proposal shall be~~

~~released for university wide review. The proposal shall be available on the university web server for a period of two calendar weeks from the date of release. Proposals released for university wide review shall be posted in a weekly curriculum digest.~~

~~(d) — Reviewing bodies or any faculty member wishing to make an objection or to comment on a proposal shall do so within the web environment. The system will email the objection or comment to the office of the senior vice president and provost, to the CRC, and to the initiating college for response.~~

~~(i) — CRC shall determine the appropriateness of any objections. objections that are considered appropriate include but are not limited to:~~

~~(a) — Duplication of content~~

~~(b) — Appropriateness of the initiating unit~~

~~(c) — Questions of academic quality~~

~~(i) — This is an appropriate objection only if initiated within the originating academic unit~~

~~(ii) — Academic quality objections from outside of the originating academic unit will be considered as advisory only~~

~~(d) — Demonstration that the proposal adversely affects another program~~

~~(7) — Following the two calendar week period for university wide review, the following options are available for the disposition of the proposal:~~

~~(a) — If no objections are received, the proposal shall be forwarded to the executive committee of faculty senate for approval at the next scheduled meeting.~~

- ~~(i) — If the executive committee approves the proposal, it shall be immediately forwarded to the senior vice president and provost.~~
- ~~(ii) — If the executive committee rejects the proposal, it shall be brought before the faculty senate at the next scheduled meeting. The reasons for the rejection shall be conveyed to the originating unit, to the CRC, and to the faculty senate.~~

~~The executive committee shall inform the faculty senate of all approved proposals at the next scheduled meeting.~~

- ~~(b) — If appropriate objections are received, the proposal is referred to the CRC for review. The CRC will meet at the first practical opportunity to hold a hearing on the objection. A two-thirds quorum of the CRC shall be present to conduct business.~~

- ~~(i) — One or more representatives from the originating unit and the person(s) filing the objection(s) shall be invited to present his/her respective positions at the hearing and be subject to questions from the CRC.~~
- ~~(ii) — The chair of CRC or his/her designee shall inform the originating unit and the person(s) filing the objection(s) of the time and place of the hearing. CRC reserves the right to limit the number of participants at the hearing.~~
- ~~(iii) — Upon the close of the hearing, and in closed session, the CRC shall reach a decision by consensus. CRC shall forward its findings and recommendations to the faculty senate to be addressed at the next scheduled meeting.~~

- ~~(a) — Possible recommendations to faculty senate include but are not limited to:~~

- ~~(i) — Recommend approval of the proposal~~

- ~~(ii) — Recommend changes/modifications to the proposal~~
 - ~~(iii) — Recommend rejection of the proposal~~
 - ~~(iv) — No recommendation~~
- ~~(iv) — Faculty senate shall approve or reject the proposal.~~
 - ~~(a) — Proposals rejected by the faculty senate shall be returned to the originating unit.~~
 - ~~(b) — Proposals approved by the faculty senate are forwarded to the senior vice president and provost.~~
- ~~(c) — The senior vice president and provost or his/her designee shall approve or reject the proposals within one calendar week of receipt.~~
 - ~~(i) — The senior vice president and provost shall forward approved proposals requiring board of trustees approval to the board of trustees for consideration at its next meeting.~~
 - ~~(ii) — If the proposal is not approved by the senior vice president and provost, the reasons for the rejection shall be conveyed to the originating unit and to the faculty senate.~~
- ~~(8) — When a proposal has been approved by the board of trustees or its designee, the proposal becomes record and shall be implemented on its effective date.~~

- ~~(B) Curricular change process for distributed learning proposals including changes in mode of delivery.~~
- ~~(1) All asynchronous courses shall utilize a standardized interface to facilitate uniformity for the transfer of learning.~~
- ~~(a) Course content is determined solely within the purview of the instructor of record.~~
- ~~(b) All courses that change the mode of delivery to either asynchronous or distance shall be subject to an assessment of student outcomes for the first two course offering sessions. Synchronous courses are also subject to assessment of student outcomes.~~
- ~~(2) Process for existing courses to be offered through distributed learning.~~
- ~~(a) The departmental unit shall approve, in concept, the change of delivery.~~
- ~~(b) The dean of the college shall approve the change in delivery.~~
- ~~(c) For tracking purposes, the college designee shall enter the course into the curriculum proposal system as a mode of delivery change, only.~~
- ~~(d) The instructor of record develops the course.~~
- ~~(e) The course, with representative examples of all delivery mechanisms and the front page, is sent to the distributed learning review committee (DLRC) which will evaluate the following.~~
- ~~(i) Does the university have the technology to support the course?~~
- ~~(ii) Does the university have the electronic resources available to support the course?~~

(iii) — Is the interface standardized?

(iv) — If approved by DLRC, the course is forwarded to the senior vice president and provost for approval.

(3) — Process for new distributed learning courses.

(a) — The course is treated as any new classroom course and is entered into the curriculum review process described in paragraphs (A)(2) to (A)(8) of this rule.

(b) — After university wide approval is obtained, the instructor of record develops the course.

(c) — The course, with representative examples of all delivery mechanisms and the front page, is sent to the DLRC which will evaluate the following.

(i) — Does the university have the technology to support the course?

(ii) — Does the university have the electronic resources available to support the course?

(iii) — Is the interface standardized?

(iv) — If approved by DLRC, the course is forwarded to the senior vice president and provost for approval.

Replaces: ————— 3359 20-052

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Ted A. Mallo, Secretary
Board of Trustees

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