

3359-20-05.2 Curricular changes.

(A) University-wide approval required: The following curriculum changes require university-wide approval, regardless of mode of delivery:

- (1) Addition of courses.
- (2) Deletion of courses.
- (3) Changes in bulletin descriptions.
- (4) Addition of degrees, majors, minors, tracks, certificates and programs.
- (5) Changes in degrees, majors, minors, tracks, certificates and programs.
- (6) Deletions of degrees, majors, minors, tracks, certificates and programs.
- (7) Proposals to change any university-wide curriculum requirements.
- (8) Changes of general education requirements.
- (9) Changes of mode of delivery of existing courses to any of the following:
 - (a) Web-based course: 31-99 percent on-line instruction – any class that meets less than 31 percent of the time in a traditional classroom setting with remainder of the instruction delivered on-line.
 - (b) On-line delivery: 100 percent on-line delivery – any class that does not meet in a traditional classroom setting.
 - (c) A class taught synchronously on-line not using a distance learning classroom.

(B) Proposing a curriculum change.

- (1) Each college shall have its own procedures for proposing

curricular changes consistent with the requirements of this rule. These procedures shall be described on the college website or in a document that is available from the dean's office.

- (2) Curriculum change proposals shall originate within the academic unit that is to offer the course(s). Curriculum change proposals may be initiated only by regular faculty members in the academic unit.

 - (a) For purposes of this rule, "academic unit" means any group having a separate identity that participates in the offering of curricula. It includes academic departments, schools that do not have departments, colleges that do not have departments or schools, and institutes and centers that offer courses of academic study.
 - (b) When an interdisciplinary curriculum changes is proposed that involves more than one academic unit, one unit shall be designated as the originating unit, but each unit involved must approve the proposal before it is reviewed by the college(s).
- (3) Proposals may be submitted to the automated curriculum review system at any time.
- (4) When a proposal has been initiated, the office of academic affairs is responsible for determining whether it must be approved by the board of trustees, the Ohio board of regents, or the higher learning commission. The office of academic affairs shall inform the originator of the proposal of its determination.
- (C) College review: After a curriculum change proposal has been approved by the academic unit(s), the appropriate college review committee(s) shall review and approve or disapprove the proposal. The college review committee may request clarification of or changes to the proposal before it approves or disapproves it. A majority of the members of the college review committee shall be regular faculty members of the college who do not also hold administrative appointments.
- (D) Institutional review: A curriculum change proposal that has been approved by the college(s) shall be released by the authorized personnel of the college(s) for institutional review. Institutional reviewing bodies

include but are not limited to the university library, graduate school, institutional research, distance learning review committee (DLRC), general education advisory committee (GEAC), and university review committee (URC).

- (1) Institutional review bodies may either accept the proposal as submitted or recommend that changes be made. Any approval or recommendation for change shall be recorded in the automated curriculum review system.
- (2) If an institutional review body recommends changes to a proposal, the originator of the proposal may make such changes, subject to approval by the academic unit and college if required by college procedures. Any such changes shall be recorded in the automated curriculum review system.
- (3) DLRC, GEAC, and URC shall be subcommittees of CRC.
 - (a) DLRC shall be responsible for reviewing curriculum changes proposals that include distance learning components.
 - (b) GEAC shall be responsible for reviewing curriculum change proposals that affect general education requirements.
 - (c) URC shall be responsible for reviewing curriculum change proposals from a comprehensive, university-wide perspective. This review shall consider, among other things, the appropriateness of the academic unit offering the course(s) or program(s) and the effect the proposal may have on academic units in other colleges.

(E) University-wide review.

- (1) Two weeks after the curriculum change proposal was released for institutional review, it shall be released for university-wide review.
- (2) During the two weeks after a proposal has been released for university-wide review, any regular faculty member of the university may object to the proposal. Any such objection shall be recorded in the automated curriculum review system.

- (3) Two weeks after a proposal has been released for university-wide review, it shall be reviewed by the curriculum review committee (CRC) of the faculty senate.
 - (a) The CRC shall consider any recommendations for changes that may have been made by institutional review bodies and any objections that may have been made by regular faculty members of the university.
 - (b) If there are any unresolved recommendations from institutional review bodies or objections made by regular faculty members of the university, the CRC shall invite the originator of the proposal and a representative of the institutional review body or bodies, or the objecting faculty member(s), as the case may be, to a meeting at which the invited parties shall be afforded an opportunity to express their views and provide information to the CRC.
 - (c) The CRC shall recommend to the faculty senate either that it approve or that it disapprove the proposed curriculum change. Each such recommendation shall be reported to the faculty senate at its next regular meeting.
 - (d) Any of the functions of the CRC except the making of a recommendation to the faculty senate may be delegated to a subcommittee of the CRC.
- (4) The faculty senate shall either approve or disapprove each curriculum change proposal reported by the CRC. Proposals that are approved by the faculty senate shall be forwarded to the office of academic affairs. The originator of proposals that have been disapproved by the faculty senate shall be informed of the disapproval.
- (5) The deadline periods specified above shall include only days the fall within the fall or spring semester, excluding university holidays and recesses.
- (6) The senior vice president and provost of his or her designee shall, within two weeks, approve or disapprove any curriculum change proposals forwarded to it by the faculty senate and shall inform the

originator of the proposal and the faculty senate of his or her decision. If a proposal is disapproved, a statement of the reason(s) for the disapproval shall be included.

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Certification: _____
Ted A. Mallo, Secretary
Board of Trustees

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