

Academic Committee Procedures

The Academic Committee is responsible for reviewing and recommending changes in the curriculum. The Academic Committee meets monthly during the academic year to consider the addition, deletion, and modification of undergraduate courses and degree programs (including options within programs). Departments wishing to place curriculum proposals on the Academic Affairs Committee agenda should follow the procedures outlined below.

I. Minor changes

- A. Minor changes to individual courses and deletion of individual courses may be submitted on the appropriate forms through the dean's office directly to the Assistant to Vice President for Academic Affairs. Department chairs and deans should consult on such changes. Normally, approved changes take effect in the next semester.
- B. The addition of individual new courses in existing programs should be proposed by department chairs to their dean. The deans should consult with the Vice President for Academic Affairs about the proposed new courses before they are submitted to the Assistant to the Vice President for Academic Affairs to be included on the Academic Committee Agenda. (In most instances, an old course must be "traded" for a new course because the State Regents want institutional course inventories to remain relatively static.) The Department Chair must visit with the Director of Admissions and Records to secure a course number for the new course.

This change has been reclassified as a "Program Modification" and it is now required that the Office of the Vice President for Academic Affairs submit the modification to the Academic Committee of the Board of Regents of Oklahoma Colleges as an information item. The modification also must be submitted to the Chancellor's Office at the Oklahoma State Regents for Higher Education for ratification. There are no exceptions.

- C. The deletion of individual courses may be submitted at any time. Many such deletions will also require changes in the program of study and, if so, may well require the "Program Modification" procedures noted above in I.B. Consult with the Assistant to the Vice President for Academic Affairs.
- D. Changes that impact teacher certification programs must be submitted to the Teacher Education Committee. Contact the Dean of the School of Education and Psychology to determine how to proceed.

II. Major Changes

- A. All proposals for new degree programs or new options within existing degree programs, or a significant modification in any existing program, should be initiated only after the faculty and department chair have consulted with the dean and there is agreement to proceed. When the proposal has been developed sufficiently to be discussed, but before it is final, the department chair and the dean should brief the Vice President for Academic Affairs. Only after a joint decision has been reached to proceed (i.e., some reasonable prospect exists that funding will be available to support the proposal, that it is feasible, that a needs assessments is (or is not) required, and that the relevant State

Regents' forms have been completed, etc.) should the department chair and the faculty proceed. At that point, new course numbers are developed, if needed, by visiting with the Director of Admissions and Records.

Normally, approved changes take effect in the subsequent fall semester; extenuating circumstances may require some exceptions. However, the schedule for printing the catalog requires that course and program changes must be approved by the close of the fall semester of each academic year in order to be included in the next published catalog.

When the proposal is ready to be submitted to the Academic Committee, the department chair and the dean should meet again with the Vice President for Academic Affairs for a formal review of the proposal. After agreement has been reached to proceed, the paper work should be submitted to the Assistant to the Vice President for Academic Affairs for inclusion on the Academic Committee Agenda. Consultation with the Assistant to the Vice President for Academic Affairs is necessary in preparing the forms to be submitted to the Academic Committee because of the complexity of the process and the need for explicit and precise descriptions of the proposed changes.

N.B.: sufficient time must be allowed for the procedures to be followed in order to meet the submission time lines and deadlines of the Academic Committee. Proposed new degree programs and program options must be submitted to the Board of Regents of Oklahoma Colleges for their information prior to the proposals being submitted to the Oklahoma State Regents for Higher Education. During this development period, the Vice President for Academic Affairs will consult with State Regents staff to determine the proposal's prospects of being approved.

- B. The deletion of programs and/or program options should proceed only after the faculty, the department chair, and the dean are in agreement. Once agreement has been reached, the dean should review the proposed changes with the Vice President for Academic Affairs (the department chair may participate if he or she desires). Then, in consultation with the Assistant to the Vice President for Academic Affairs, the department chair and the dean should proceed with the preparation of the necessary forms to be submitted for the Academic Committee Agenda.
- C. Changes that impact teacher certification programs must be submitted to the Teacher Education Committee. Contact the Dean of the School of Education and Psychology to determine how to proceed.