

**Procedure for Preparing College of Engineering, Technology,
and Computer Science Undergraduate and Graduate Curriculum Documents**

I. Background

- A. The purpose of the ETCS Curriculum Committee is to support faculty in their efforts to develop and improve courses and program curricula by reviewing and approving new courses, new academic programs, and changes to courses and programs.
- B. The University process changed in 2019 and is fully electronic, using Curriculog software. In this process, the initiator's electronic proposal is reviewed by the department/school committee, college committee, and dean, before moving forward. In order to prevent proposals from becoming stuck in an online approval loop, the ETCS Curriculum Committee will approve proposals before they are entered into Curriculog.
- C. The ETCS Curriculum Committee will approve proposals on the basis of these criteria: [1] there are no significant errors in the proposal, [2] the proposal meets University requirements, [3] the proposal meets accreditation standards of the relevant program, [4] there is no unnecessary duplication of existing courses/programs, and [5] resources will be available to support the course or program. In the case of new programs, program viability and need will also be considered.
- D. **NEW PROGRAM:** A proposal for a new academic degree program or certificate shall originate and be approved at the department/school level, be approved by the College Curriculum Committee, the dean, and the Vice Chancellor for Academic Affairs, and be forwarded to the following Senate committee according to Bylaws of the Senate as amended through April 13, 2015 (Senate Document 81-10):
- Undergraduate academic program proposals will be forwarded to the Curriculum Review Subcommittee of the Senate
 - Graduate academic program proposals will be forwarded to the Graduate Subcommittee of the Senate

- E. CURRICULUM CHANGE: A change in the list of required or elective courses of an existing academic program shall originate and be approved at the department/school level, be approved by the College Curriculum Committee, the dean, and be forwarded to the Vice Chancellor for Academic Affairs. If the department/school feels unjustly treated by the action of the college, it may appeal to the Senate, whose decision shall be final (Senate Document 81-10).
- F. NEW COURSE or COURSE CHANGE: New courses and revisions to an existing course which do not change an existing curriculum shall originate and be approved at the department/school level, and be approved by the College Curriculum Committee, the dean, and be forwarded to the Vice Chancellor for Academic Affairs.

II. Procedure

- A. The department/school chair/director shall submit the original document package and the electronic copy (in pdf format) to the Chair of the College Curriculum Committee.
- B. The Chair of the College Curriculum Committee shall distribute the electronic copy to each member of the College Curriculum Committee. Any member of the committee with questions about the proposal is encouraged to contact the initiator to resolve these issues before the submission deadline. If issues are not resolved before the next Curriculum Committee meeting, then the initiator is invited to attend this meeting to explain the proposal.
- C. The College Curriculum Committee shall meet monthly to discuss curriculum and course proposals. These proposals must be submitted at least one week before the meeting. The dates for the monthly committee meetings shall be shared with the department/school chairs/director.
- D. After making a decision on a proposal, College Curriculum Committee members shall sign its cover sheet. The committee's decision shall be reported to the Assembly of Representatives at its next regular meeting.
- E. If the proposal is approved by the College Curriculum Committee, the Chair of the Assembly shall forward one copy of the document package to the dean for signature. The dean will forward the signed copy to the department/school chair/director. If approved by the dean, the initiator shall enter the proposal into Curriculog for electronic approvals.
- F. If the proposal is not approved by the College Curriculum Committee, the Chair of the College Curriculum Committee shall send one copy of the document package to the chair of the originating department/school with appropriate recorded comments.

- G. If the proposal is denied by the College Curriculum Committee, revised and resubmitted, then denied a second time, then the initiator may appeal to the ETCS Assembly. Further appeal to the Senate is possible per section I.E., above.

III. Format of the Document Package

- A. A dated, unnumbered cover sheet from the departmental/school curriculum committee addressing the document to the College of Engineering, Technology, and Computer Science Curriculum Committee shall be attached as a title page. (See last page).
- B. Pages shall be numbered sequentially throughout the remainder of the document package and include the following:
 - 1. Descriptive title of the document package.
 - 2. Background: A concise statement of the reasons for the proposed change, such as citations of procedure and supporting material. Fuller development of these materials can appear as attachments, if needed.
 - 3. Proposal: Please state in a brief form – “It is requested that the College Curriculum Committee approve the following, effective (include date).”
 - 4. Curriculum additions, deletions or changes: Use the standard catalog format to show the curriculum description in its existing form and in its proposed form.
 - 5. Detailed rationale for the proposal. Be sure to meet the criteria listed in I.C., above.

COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER SCIENCE (ETCS)
ASSEMBLY OF REPRESENTATIVES

ASSEMBLY OF REPRESENTATIVES DOCUMENT

Document No.:

Date: _____

(Date sent forward to Curriculum Committee)

To: Curriculum Committee

College of Engineering, Technology, and Computer Science

The Curriculum Committee for the Department/School of _____ submits the attached document for your recommendation, entitled: _____

Dept./School Chair/Director: _____

Committee: _____

To: Assembly of Representatives

The Curriculum Committee of the College of Engineering, Technology, and Computer Science

_____ Approved _____ Disapproved # of votes: Yes _____ No _____ Date: _____

CME _____

CS _____

ECE _____

OL _____

POLY _____

To: Dean, ETCS

_____ Approved _____ Disapproved Signature: _____ Date: _____