Curriculum Process Approvals

Overview

The Academic and Administrative Procedures Committee (AAPC) oversees the curriculum process. Within the bounds of policies established by the faculty, this committee considers: requests for the addition, deletion, or modification of the course offerings of the departments or interdisciplinary programs, and the major; alternative programs for the degree; and changes in administrative procedures; and changes in class meetings and hours.

Proposed changes for new or to existing curriculum must be approved by AAPC prior to faculty vote. Only approved curriculum can be made available for course registration to students.

Required Approvals

All curriculum proposals must be approved by the chair of the department/s prior to any further action in the process. Proposals are divided into categories for further approvals.

<u>Substantial curricular changes</u> require approval first by the AAPC and subsequently by the faculty. Such changes include, but are not limited to:

- Proposals for new majors or minors. (See a. below).
- Deletion of existing majors or minors. (See a. below).
- Substantial changes to existing majors or minors, including alterations to the structure of the major or minor and modifications to the number of required courses.
- Approvals of student-designed interdisciplinary majors or minors.
- Proposals for new courses.
- Substantial changes to existing courses, including alterations to credit hours or status with regard to College-wide requirements, as well as variations to enrollment caps outside the standard range.

Any curricular change shall be treated as substantial at the request of a single voting member of the Academic and Administrative Procedures Committee. The Secretary to the Faculty shall transmit all substantial curricular changes to the faculty prior to the faculty meeting at which they will be considered.

a. The creation or deletion of a major or minor (excluding student-designed interdisciplinary majors and minors) shall be viewed as a substantive change in policy, as described in 4.1.6, and shall be acted upon at the faculty meeting following its initial presentation at a faculty meeting. At the second meeting, a majority vote is required to approve the proposal.

b. For all other substantial curricular changes, the proposals are approved at the meeting at which they are introduced if no action to remand is taken by the faculty. On a vote by one-third of the faculty present and voting, any proposal may be remanded to the Academic and Administrative Procedures Committee for its consideration; the proposal shall be returned at the next monthly meeting, with a recommendation for faculty action. In such a situation, no vote will be taken at the first meeting except on the question of remanding. At the second meeting, a majority vote is required to approve the curricular change in question.

Routine curricular changes require only the approval of the Academic and Administrative Procedures Committee. These include:

- Routine changes to existing majors or minors, such as updating options within a particular list of required courses.
- Routine changes to existing courses, including changes to titles, descriptions, course numbers, prerequisites, permissions, notes, and enrollment caps (within the standard range).
- Deactivation of existing courses.
- Reactivation of existing courses that had previously been deactivated.

Changes that do not require approval by AAPC or the faculty

The following changes may be implemented by the Office of the Registrar without approval from the Academic and Administrative Procedures Committee or the faculty:

- Changes to cross-listings of existing courses.
- Creation or deletion of Foreign Languages Across the Curriculum (FLAC) sections associated with existing courses.
- Modifications to learning goals for existing majors.

Please direct questions regarding the curriculum approval process to aapc@conncoll.edu.