CURRICULUM CHANGE PROCEDURES

2023-2024 Council for Academic Affairs Approval and Notification Process

Approved by the Council for Academic Affairs: July 24, 2023

NOTE: Associate Deans are responsible for notifying other Associate Deans of any curriculum change that may impact the curriculum of their Colleges. Notification must occur prior to the CAA meeting.

New Course: A new course includes 100% new content.

1. Letter of interest to Associate Dean of College
2. Department Curriculum Committee - Approval
3. College Curriculum Committee - Approval
4. As relevant, for approval:
    a. General Education Committee
    b. Teacher Education Committee
    c. Graduate Education Council
5. Council for Academic Affairs - Approval
6. Faculty Senate - Notification

Substantial Revised Course: A course change that includes 50-99% revised content as measured via student learning outcomes, description, and/or title.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for approval:
    a. General Education Committee
    b. Teacher Education Committee
4. Council for Academic Affairs - Approval

Example: Renumbering course to a different level (e.g. 200 to 300), revising more than 50% of student learning outcomes.

Routine Revised Course: A course change that includes 25-49% revised content measured via student learning outcomes, description, and/or title.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for notification:
    a. General Education Committee
    b. Teacher Education Committee
4. Council for Academic Affairs - Notification

Examples: Prerequisite and co-requisite changes

Editorial Revised Course: A course change that includes 0-24% revised content as measured via student learning outcomes, description, and/or title.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for notification:
    a. General Education Committee
    b. Teacher Education Committee
4. Council for Academic Affairs - Notification

Examples: Course title change, prerequisite change, drop former equivalent course number.

Removing a Course from a Program of Study: Proposal to remove or drop a course from a program of study.

1. Department Curriculum Committee - Approval
2. College Curriculum Committee - Approval
3. As relevant, for notification:
    a. General Education Committee
    b. Teacher Education Committee
4. Council for Academic Affairs - Notification

New Program: A proposal for a new program proposal with 25-100% new content and a request for a new CIP code.

1. Letter of interest to Associate Dean of College
2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:
    a. Teacher Education Committee
    b. Graduate Education Council
6. Dean's Council- Approval (Certificates as Notifications)
7. Council for Academic Affairs - Approval
8. Faculty Senate - Approval
9. EKU Board of Regents - Approval
10. Kentucky Council for Postsecondary Education - Approval
11. SACSCOC - Approval

Revised Program (Substantial): A proposal to revise 50-99% of program content as measured via program-level learning objectives, description, and/or title. Examples include revisions to a program core, adding or deleting a minor or concentration, changing a CIP code, combining or separating existing programs, and changing program delivery modality.

1. Letter of interest to Associate Dean of College

2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:
   a. Teacher Education Committee
6. Council for Academic Affairs - Approval
7. Faculty Senate - Notification

Revised Program (Routine): A proposal to revise 1-49% of program content as measured via program-level learning objectives, description, and/or title. Examples include deleting dropped courses, updating course numbers and related credit hours, and revising supporting courses.

1. Letter of interest to Associate Dean of College
2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for notification:
   a. Teacher Education Committee
6. Council for Academic Affairs - Notification

Change of Modality: A proposal to add a distance education modality to an existing academic program. Consultation with the Associate Provost prior to initiating the new program proposal process may be advised.

1. Letter of interest to Associate Dean of College
2. Associate Provost- Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:
   a. Teacher Education Committee
   b. Graduate Education Council
6. Dean's Council- Approval
7. Council for Academic Affairs - Approval
8. Faculty Senate - Notification
9. EKU Board of Regents – Notification
10. Kentucky Council for Postsecondary Education - Notification
11. SACSCOC - Notification

Program Closure: A proposal to close a program by no longer admitting students to the academic program.

1. Letter of interest to Associate Dean of College
2. Associate Provost - Consultation
3. Department Curriculum Committee - Approval
4. College Curriculum Committee - Approval
5. As relevant, for approval:

        a. Teacher Education Committee
        b. Graduate Education Council
6. Council for Academic Affairs - Approval
7. Faculty Senate - Notification
8. EKU Board of Regents - Notification
9. Kentucky Council for Postsecondary Education - Notification
10. SACSCOC - Notification