



**COUNCIL ON ACADEMIC AFFAIRS**  
Submission and Approval Processes

1. The curriculum process will remain the same for the Department Curriculum Committee except for the forms they will complete.
2. The College Curriculum Committee will review all curriculum proposals for the college. Based on the categories below:
  - a. The College Curriculum Committee will prepare the materials for substantial changes to the Registrar for consideration by CAA, or
  - b. Make decisions regarding routine curriculum changes.
3. Rules for College Curriculum Committees:
  - a. Associate Deans are responsible for ensuring that all of the appropriate paperwork and documentation are in good order;
  - b. For new courses, the Committee will review sample syllabi for appropriateness and for inclusion and accuracy of all required elements of a syllabus, including documentation explaining how new courses will fit into the Student Learning Outcomes of the programs for which the courses are being created.
  - c. The Associate Dean will communicate with other Associate Deans
    - i. prior to his/her College Curriculum meeting if coordination is needed with another college or if a proposed change will affect another program in another college; and
    - ii. following his/her College Curriculum meeting with a list of changes approved.
  - d. The Associate Dean will forward materials to the Registrar with a summary of determination of substantial and routine changes.
4. Any member of CAA will reserve the right to reclassify a routine change to a substantial change.

**NEW CAA PROTOCOLS**

1. All substantial changes are placed on the agenda for action by the Council.
2. Significant Program Modifications will be accompanied by Curriculum Maps.
3. Routine changes will be placed on a Consent Agenda and a single vote will be taken for all consent agenda items.
  - a. Consent Agenda items should have a brief description of the change to be listed on the agenda.
  - b. A Council member may request that an item be pulled from the Consent Agenda and placed on the main agenda.

### **SUBSTANTIAL CHANGES**

Use the Substantial Curriculum Change Form  
<http://caa.eku.edu/caa-forms-and-resources>

1. New Programs (Form: New Program or Substantial Program Modification)
2. Significant Program Revisions  
*Note: All program revisions impacting course requirements in a program will be accompanied by an updated 4-year curriculum guide.*
  - Adding a Concentration
  - Adding a Minor
  - Changing the CIP Code
  - Dividing one degree program into two (or more) degree programs
  - Combining two (or more) degree programs into one degree program
3. Changing the balance of core credit hours and concentration credit hours
4. Program/Concentration Suspension
5. New Courses (must be accompanied by syllabus, including Student Learning Outcomes, and a Program-Related Student Learning Outcome Chart)
6. Significant Revision of a Course
7. Changes that impact the Student Learning Outcomes of a program or a course
8. Changes in the Number of Credit Hours
9. Other curriculum changes that affect the program's curriculum map
10. Policies

### **ROUTINE CHANGES**

Use the Routine Curriculum Change Form for Consent Agenda  
<http://caa.eku.edu/caa-forms-and-resources>

1. Adding an existing course to the General Education Program
2. Changes to Programs that result from changes to General Education or Teacher Education
3. Revisions in the Course Title or Course Description that do not significantly impact Student Learning Outcomes
4. Changes in Admission and Progression Requirements
5. Changes in Pre-requisites and Co-requisites
6. Changes in the Schedule Term offering
7. Editorial changes and formatting issues, such as the placement of courses in the listing
8. Course Drops
9. Cross listing existing courses

#### Additional Resources

1. CAA Forms and Resources are available at <http://caa.eku.edu/caa-forms-and-resources>
2. Proposing Tracking Searchable Database <http://caa.eku.edu/proposals>