Faculty Senate
Academic Affairs Committee
Curriculum and Course Review Procedures

All applications submitted electronically effective April 1, 2016.
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Introduction
This manual is a resource for the academic colleges. It outlines the purview and review procedures of the Academic Affairs Committee, the committee responsible for university-wide curriculum review. It should be used in conjunction with other university handbooks such as the Undergraduate Handbook, the Graduate Handbook, the Faculty Handbook as well as other relevant university guidelines. Additionally, all curriculum changes should be aligned with the mission of the university. With respect to instruction:

- We focus on education as a continuing process and lifelong endeavor for all people.
- We provide a high quality core experience in the liberal arts.
- We develop superior technical, scientific, and professional education with a career orientation.
- We stress the relationship between education and employment, between what students learn and the changing needs of a global workforce.

These guidelines represent a living document. Consequently, it is anticipated that the contents of this document will be reviewed and revised biennially.

The Academic Affairs Committee
The Constitution of the Faculty Senate delegates certain legislative functions to the body. Those relevant to curriculum review include the following:

- Adjudicating academic matters affecting more than one college or division.
- Recommending general education requirements for all degree-granting programs.
- Recommending major curriculum and program changes.
- Recommending the establishment, reorganization or discontinuation of organizational units and areas of instruction or research.
- Recommending curricular and interdisciplinary programs.

The execution of these legislative functions is delegated to the Academic Affairs Committee. The Academic Affairs Committee was created by the constitution of the Tuskegee University Faculty Senate. The charge for the Academic Affairs Committee is as follows:

This committee shall concern itself primarily with policy matters pertaining to curricula, academic freedom, academic standards, grading systems, search committees for deans, selection of departmental heads and other related matters. Members of the academic affairs committee shall have the duty of serving within their respective colleges as voting members of search committees for deans and department heads and on committees considering the introduction or termination of academic programs.

Per the constitution of the faculty senate, the Academic Affairs Committee (AAC), like all Faculty Senate Committees, will consist of one representative from each college. The chair of the AAC must be a serving member of the Faculty Senate, but other AAC members do not have to be Faculty Senators. In addition to having one committee member from each college, at least one member of the AAC must be a member of the graduate faculty.
The AAC chair is an elected position within the Faculty Senate. When the new AAC chair takes office, it is expected that he/she will contact the Deans of the Colleges to elect members of the AAC if they have not already done so. It is acceptable and encouraged for the Colleges to elect individuals who already serve on the AAC or similar committees within the colleges. It is the responsibility of the AAC chair to ensure that the membership of the AAC follows the guidelines prescribed. Furthermore, the committee should be elected and prepared to serve by July 1st prior to the start of each academic year. If a committee member is not functioning in his/her role, it is the responsibility of the AAC chair to contact the Dean of the respective college to elect a new representative.

Creation of Colleges and Schools
When a new college or school is proposed, the individual responsible for the change (originator) should notify the AAC Chair of the Faculty Senate in writing. After notification, the AAC will monitor progress and provide input to the University Administration. A template for preparing submissions to the AAC is provided in the Appendix of this document. As the Faculty Senate is an advisory body to the university administration, a proposal for a new college or school may proceed without the consent of the Faculty Senate, but the AAC must be informed.

Creation of Departments, Majors, Programs and New Academic Units
Changes such as the creation of departments and other academic units will be reviewed within the AAC. After the college has approved the change and preliminary permission has been obtained from both the Provost and the President, a letter from the originator should be submitted to the AAC for approval. A template for preparing submissions to the AAC is provided in the Appendix of this document. The letter should include the proposed changes, justification for the change and indicate the resource requirements and provisions for the proposed change. Additionally, all relevant curriculum sheets (equivalent document for graduate programs), course catalog descriptions for new courses and relevant faculty CV’s should be attached. After approval of the creation of the new academic unit, any new or modified courses associated with the unit should be approved in a separate submission.

Modification of Colleges, Departments, Majors, Programs and Other Academic Units
Any modification of the name, purview or function of a college, department, major, program or other academic unit is considered significant. These changes will be reviewed by the AAC. If the modification originates at the college level or lower, a letter should be submitted to the AAC for approval. The letter should emanate from the person (originator) responsible for the change. For example, a new department would probably fall under the domain of the Dean. A template for preparing submissions to the AAC is provided in the Appendix of this document. The letter should include the proposed changes, justification for the change and indicate the resource requirements and provisions for the proposed change. Additionally, all relevant curriculum sheets should be attached. After approval of the changes, any new courses or major modifications in courses associated with the unit should be approved in a separate submission. However, please clearly identify any new courses in the curriculum and include a description equivalent to what would be found in the Tuskegee University Course Catalog. A course catalog description typically includes the following course information: prefix and number, title, schedule, number of credit hours, and a brief description. See the following example from the 2004-06 catalog:
ENGL 0102. ENGLISH COMPOSITION II. 1st and 2nd Semesters, Summer. Lect. 3, 3 credits. A continuation of ENGL 0101 emphasizing persuasion, critical analysis of literature of various genres, library and Internet research techniques, and the research paper. Prerequisite: ENGL 0101

If the Provost or President is the originator of the modification or discontinuation, the Provost or President is asked submit a letter to the Faculty Senate describing the scope and justification of the modification/discontinuation. A template for preparing submissions to the AAC is provided in the Appendix of this document. As the Faculty Senate is an advisory body to the university administration, a change may proceed without the consent of the Faculty Senate, but the AAC must be informed.

New and Modified Curricula
If a curriculum change occurs in conjunction with the creation or modification of a department, major, program or other academic unit, a separate approval of the curriculum is not necessary. In the absence of the creation or modification of a major, the creation or significant modification of a curriculum should be reviewed by the faculty senate. The originator of the curriculum should submit a letter to the AAC Chair. A template for preparing submissions to the AAC is provided in the Appendix of this document. The letter should include the proposed changes, justification for the change and indicate the resource requirements and provisions for the proposed change. After approval of the curriculum, any new courses associated with the curriculum should be approved in a separate submission. However, any new courses in the curriculum need to be identified clearly and a description equivalent to what would be found in the Tuskegee University Course Catalog needs to be included. Please note that the addition/deletion of up to two courses biennially to an existing curriculum is not considered a significant curriculum change. For curriculum changes that do not require review, a copy of the modified curriculum must be forwarded to the AAC chair for archiving.

New and Revised Course Approval
All new courses and significant changes to courses must be reviewed by the faculty senate. It is acceptable and encouraged to offer a new course as a pilot course prior to creating a permanent course name and number. Many departments have “special topics” courses that are used for this purpose. However, a course should not be “piloted” more than four terms. After four terms, the course must be reviewed by the AAC and included in the university course catalog. Pilot courses are not reviewed by the AAC, but the AAC should be informed in writing when a new course is initially piloted. The communication, addressed to the AAC chair, should describe the course and, if applicable, plans to have the course permanently included as part of the university curriculum.

A complete application for the creation or modification of a course will consist of the following:
1. For new courses, detailed answers to questions in the New Course Approval Questionnaire (located in the Appendix) or, for modified courses, a submission to the AAC following the format of the template in the Appendix.

2. “New Course Approval Signature Sheet” signed by the appropriate Department Head and Dean (for new courses)

3. Course Syllabus

4. Any additional supporting documents

A change in the textbook or prerequisite as well as minor title, course number and content changes do not warrant a review. Additionally, a course should evolve over time. For example, clearly the field of electronics has changed over the last fifty years. Consequently, a basic electronics course would have changed significantly over that time period without need for review. However, two level or more changes in a course number (eg. 200 to 400) as well as significant title changes (eg. World History to World History 1800-present) do require review. If there is a question about the significance of a change to a course, the AAC chair should be contacted.

**Review Procedures**

The AAC will meet a minimum of eight times per year for conducting business. Meetings will be scheduled and convened by the AAC chair. All submissions to the AAC are rolling. They will be reviewed in the order received. If received at least two weeks before a scheduled meeting, it is anticipated that a submission will make the agenda for that meeting. However, as a general rule, if a course is to be offered in a particular term, the submission to the AAC should occur at least three months prior to the registrar’s deadline for adding new courses for the term. Three months should allow enough time for completion of the review procedure and return of the signature page so that the Provost’s final signature can be obtained in a timely manner. A typical deadline for a course to be added by the registrar for pre-registration is early March (fall semester) or early October (spring semester). Consequently, requests should be submitted to the AAC by the first Wednesday in December (fall semester) or the first Wednesday in July (spring semester) to meet the registrar’s deadline for pre-registration.

All submissions will be made to the AAC chair. Any Faculty Senator can be contacted to obtain the name and contact information for the AAC chair if it is not posted on the Faculty Senate website. If the committee does not make a recommendation or a request within two months of a submission during the academic year, the Provost will approve courses without the full consideration of the AAC. **Course/Program originators are responsible for circulation of documents via email to the appropriate individuals.** After review by the AAC, the signature sheet will be returned to the originator via email and that individual is responsible for obtaining the remaining electronic signatures.
The AAC committee members receive copies of submissions from the AAC chair. They are reviewed privately by each committee member and discussed in an AAC meeting. Questions are compiled by the AAC chair and forwarded to the submission originator. Once responses deemed acceptable by the AAC chair are received, they are forwarded to the committee. After review of the responses, the committee votes to approve a submission by simple majority. In the event of a tie, the AAC Chair will cast a vote. Otherwise, the AAC Chair does not vote. Upon committee approval, the signature page is returned to the originator and the mandatory procedure for the AAC is complete.

The AAC regularly reports its activities to the full Faculty Senate. Acceptance of the report of the AAC is the mechanism for full Faculty Senate consideration and approval of AAC recommendations. Nonetheless, it is customary as a courtesy to the Faculty Senate for the originator to attend a Faculty Senate meeting and give an overview of the approved submission. This exercise allows for enthusiastic dissemination of the academic affairs of the university that would probably not be achieved by a report from the AAC alone.

**Archives**

Given the critical nature of the AAC activities, it is expected that the AAC chair will organize archives of the committee activities for an academic year and deposit copies with the university librarian and the Faculty Senate secretary. The archives in electronic format along with a description of the archives should be prepared in consultation with the library staff and submitted no later than May 31st of an academic year.