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 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, per SACSCOC CR 2.7.2, all curriculum changes should be aligned with the mission of the university. Per the Tuskegee University mission statement, "the University has distinctive strengths in the sciences, architecture, business, engineering, health, and other professions, all structured on solid foundations in the liberal arts."

"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. Prior to submission of request to the AAC, the requesting academic unit will ensure that all SACSCOC minimum program length requirements are met as specified in CR 2.7.1. Specifically, each degree program should include at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level; and any specific semester credit hours or the equivalent requirements contained in the degree programs by the respective colleges or schools. Upon receipt of the submission, the AAC will evaluate the request and ensure that all requirements as specified above are satisfied. 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.

If the Provost or President is the originator of the change, the Provost or President is asked to submit a letter to the Faculty Senate describing the scope and justification of the change. A template for preparing submissions to the AAC is provided in the Appendix of this document.

Because 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.

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. 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 to 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. Because 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. In the evaluation process of the AAC, the Committee will ensure that any undergraduate degree program must include all requirements of the General Education Component (SACSCOC CR 2.7.3) plus any specific requirements of the respective college or school guidelines. 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.

In performing the review and approval of all new program offerings, the AAC will ensure that assigned faculty members meet all academic and professional credential requirements to teach the specific course offerings (SACSCOC CS 3.7.1).

In further carrying out its assigned duties, the AAC will evaluate the course level requirements and determine that it is appropriate for new course submissions (SACSCOC CR 2.7.2). Additionally, the Committee will evaluate graduate and post baccalaureate courses to ensure that the appropriate level of rigor and difficulty are planned (SACSCOC 3.6.1 and 3.6.2).

In exercising its total responsibility, the AAC will ensure that all new program submissions, course and/or curriculum changes have the appropriate program level student learning outcomes and have a plan to integrate evaluation of program outcomes and student learning outcomes into the overall plan of institutional effectiveness for Tuskegee University. (SACSCOC CS 3.3.1.1)

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.

The AAC will further evaluate credit hour compliance (SACSCOC FR 4.9) for new course submissions to ensure that the minimum of 3 hours of effort per week for 15 weeks per credit hour is met.

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. The signed and completed SACSCOC checklist.

5. 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. After review by the AAC, the signature sheet will be returned to the originator and that individual is responsible for obtaining the remaining signatures**.

The AAC committee members receive copies of submissions from the AAC chair. They are reviewed privately by each committee member and discussed in a 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 prepare an end-of-the-year report and deposit copies with the university librarian and the Faculty Senate secretary. The report should be submitted no later than July 31st of an academic year.

Appendix

Template for Academic Affairs Submissions (except new courses)
New Course Approval Questionnaire
New Course Approval Signature Sheet

Template for Academic Affairs Submissions

Tuskegee University

Founded by Booker T. Washington

TUSKEGEE
UNIVERSITY

Department
College

Date

Greeting,

1. *Description of the proposed change.*
2. *Justification for the proposed change and relationship to the mission of the university.*
3. *Anticipated resource requirements and source.*
4. *Address all SACSCOC requirements. (Attach signed SACSCOC checklist.)*
5. *List of attached supporting documents such as curriculum sheets (or equivalent for graduate programs), course catalog descriptions for new courses, relevant faculty CV's etc.*

Approval Signatures

☐ Recommend   _____   _____
☐ Not Recommended   Chairperson, Department   Date
                                                  (If Applicable)

☐ Recommend   _____   _____
☐ Not Recommended   Dean of College   Date

☐ Recommend   _____   _____
☐ Not Recommended   Chairperson,   Date
                                                  Senate Academic Affairs Committee

☐ Recommend   _____   _____
☐ Not Recommended   Director of Graduate Studies   Date
                                                  (If Applicable)

☐ Recommend   _____   _____
☐ Not Recommended   Provost/Vice President for Academic Affairs   Date
                                                  (Final sign-off)

Tuskegee University
Faculty Senate Academic Affairs Committee

New Course Approval Questionnaire

1.　　a)　Is there a need for the proposed course?
　　　　b)　Does the course meet the goals and mission of the university.

2.　　a)　Is the proposed course interdisciplinary in nature?
　　　　b)　If so has the proposed course been approved by all departments that might be interested in the course proposal?

3.　　Is the proposed course required in a particular major? Please provide a curriculum sheet and indicate when the proposed course should be taken?

4.　　Is the proposed course similar to any existing courses? Include a clear statement which shows that a thorough examination has been made of existing courses in other departments/colleges and discuss to what extent the proposed course duplicates or overlaps existing courses. If course duplication occurs, provide justification for a similar course and a description of dialogues that have occurred with the department(s) where the duplication exists. A course duplication will typically require a letter of support from the department that currently offers the course.

5.　　a)　Provide a course description as it would appear in the course catalog. See the course catalog description below for proper formatting:

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

　　　　b)　Clearly outline the objectives of the proposed course.
　　　　c)　Describe the expected student learning outcomes.
　　　　d)　Give the number of credit hours.
　　　　e)　Indicate the semesters during which the proposed course will be offered.
　　　　f)　Indicate the course hours and proposed meeting times

6.　　Include a list of proposed prerequisites and co-requisites for the proposed course. Include the course names and corresponding course numbers. Also include any degree requirements. Please note that if no prerequisites are required, a first semester freshman from any major can enroll in the course. Consequently, even if no specific courses are prerequisites, it may be appropriate to indicate a particular class standing such as "Junior Standing."

7.　　a)　Describe plans to assess student learning?
　　　　b)　Indicate the grading scheme that will be used (eg. A – E or U/S or P/F).

8. a) Provide a list of topics to be covered in the proposed course as well as the media to be used for delivery (eg. lecture, lab, online, etc.).
    b) Include a list of course material (eg. texts) to be used.
    c) Describe how compliance with SACSCOC FR 4.9 workload requirements will be achieved according to the credit hour policy.

9. Indicate the projected enrollment in this course for the first two years.

10. Provide information concerning the university resources that will be required by the proposed course.
    a) Are qualified faculty available to teach the course? Give the names and qualifications of the faculty. Please list specific qualifications such as terminal degree area, similar undergraduate and graduate courses completed, relevant teaching and work experience, scholarly works, etc. It is preferable to have more than one faculty member who can teach a course in the event of sickness or attrition. Please list both the primary faculty member and the most qualified secondary faculty member.
    b) Is the equipment/software/technology required by this course currently available? Detail plans to acquire any required resources that are not currently available.

Tuskegee University

New Course Approval Signature Sheet

Proposed Course Title: _____

Proposed Course Subject: _____

Proposed Course Number: _____

Approval Signatures

☐ Recommend
☐ Not Recommended   _____   _____
                                    Chairperson, Department   Date
                                                           (If Applicable)

☐ Recommend
☐ Not Recommended   _____   _____
                                    Dean of College   Date

☐ Recommend
☐ Not Recommended   _____   _____
                                    Chairperson,   Date
                                    Senate Academic Affairs Committee

☐ Recommend
☐ Not Recommended   _____   _____
                                    Director of Graduate Studies   Date
                                                  (If Applicable)

☐ Recommend
☐ Not Recommended   _____   _____
                                    Provost/Vice President for Academic Affairs   Date
                                                     (Final sign-off)

Faculty Senate
Academic Affairs Committee
SACSCOC Checklist[*]

Standard	Compliant	Non-Compliant	Not applicable	Notes
2.7.1	☐	☐	☐	
2.7.2	☐	☐	☐	
2.7.3	☐	☐	☐	
3.12	☐	☐	☐	
3.3.1.1	☐	☐	☐	
3.6.1	☐	☐	☐	
3.6.2	☐	☐	☐	
3.7.1	☐	☐	☐	
4.9	☐	☐	☐	

_____   _____   _____
Name   Signature   Date

_____
[*] Should accompany all submissions to the Office of the Provost for final approval.