



**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 endea

must be a serving member of the Faculty Senate,

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. 1<sup>st</sup> and 2<sup>nd</sup> 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

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

**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 31<sup>st</sup> 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

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.*

**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. 1<sup>st</sup> and 2<sup>nd</sup> 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 c

**Tuskegee University**  
**New Course Approval Signature Sheet**

Proposed Course Title: \_\_\_\_\_

Proposed Course Subject: \_\_\_\_\_

Proposed Course Number: \_\_\_\_\_

**Approval Signatures**

<input type="checkbox"/> Recommend	_____	_____
<input type="checkbox"/> Not Recommended	Chairperson, Department (If Applicable)	Date

<input type="checkbox"/> Recommend	_____	_____
<input type="checkbox"/> Not Recommended	Dean of College	Date

<input type="checkbox"/> Recommend	_____	_____
<input type="checkbox"/> Not Recommended	Chairperson, Senate Academic Affairs Committee	Date

<input type="checkbox"/> Recommend	_____	_____
<input type="checkbox"/> Not Recommended	Director of Graduate Studies (If Applicable)	Date

<input type="checkbox"/> Recommend	_____	_____
<input type="checkbox"/> Not Recommended	Provost/Vice President for Academic Affairs (Final sign-off)	Date

Faculty Senate  
Academic Affairs Committee  
SACSCOC Checklist\*