

FSCUE CURRICULUM SUBCOMMITTEE PROTOCOL FOR COURSE AND PROGRAM ACTION FORMS FROM NON-UPF SCHOOLS

According to the Faculty Handbook's charge to the FSCUE, "The Committee on Undergraduate Education shall review and recommend to the Faculty Senate with respect to ... curricula, contents, and standards for newly-proposed undergraduate degree programs; changes in existing undergraduate curricula and degree programs within a constituent faculty that specifically influence undergraduate degree programs or students enrolled in undergraduate degree programs in other constituent faculties (the provost, or the provost's designee, in consultation with the chair of the Committee on Undergraduate Education will decide which course action forms require review by the committee);" In addition, "All proposals for undergraduate courses and programs must be submitted for appropriate review through at least one of the four UPF Constituent Faculties."

In compliance with this charge, the FSCUE Curriculum Subcommittee will review all course and program action forms from non-UPF schools of the University, including requests for one-term approval for new courses. The process shall be:

1. All course and program action forms from non-UPF units, including supporting information, should be sent to the Dean of Undergraduate Studies. The Dean of Undergraduate Studies will review the forms for completeness and request missing information that can be identified in advance of a full review.
2. The Dean of Undergraduate Studies will forward the materials to the appropriate UPF school(s) with a written request for review by and comment from the body designated with the school(s).¹
3. The UPF school(s) will be given six weeks from when the materials are forwarded to it (not including the period between Commencement and the start of fall classes, the period between the end of fall semester exams and the start of the spring semester, or spring break) to respond in writing to the Dean of Undergraduate Studies. Any desired consultations with departments or programs that may be impacted by a new course or program should be part of the review by that (those) UPF school(s) and included in the response provided to the Dean of Undergraduate Studies. A response may include a request for additional time to complete a review, but the approval of that extra time will be a matter for the FSCUE Curriculum Subcommittee. A UPF school may also request to review the proposed action a second time after the non-UPF school has responded to its initial comments (see

¹ NOTE: Course action forms from Biochemistry and Nutrition will go directly to the FSCUE Curriculum Subcommittee for consideration following whatever process exists in the School of Medicine without first being referred to one of the UPF Constituent Faculties because these departments are part of the Undergraduate Program Faculty. However, the College of Arts and Sciences must approve program action forms from these departments, as well as from Economics (housed in the Weatherhead School of Management) and from Computer Science (housed in the Case School of Engineering) when relevant to the Bachelor of Arts major because these departments offer majors toward the CAS Bachelor of Arts degree. Similarly, while course actions from Physics will be reviewed in the College of Arts and Sciences, the Case School of Engineering must approve program actions for the Engineering Physics major toward the Bachelor of Science in Engineering degree. All course and program action forms from Physical Education will go directly to the FSCUE Curriculum Subcommittee, as this unit is part of the UPF.

#5 below). The absence of a response by the designated date will be taken as consent to the proposed course or program action.

4. The comments received from the UPF school(s) will be shared with the unit proposing the course or program action for response and/or modification of the proposal.
5. If the original comments from a UPF school include a request to review the proposal again after response and/or modification, the UPF school will be given a second opportunity to comment on the proposal. Four weeks, as defined above, will be provided for this second round of comments.
6. The course or program action form and supporting documentation, along with written comments received from the UPF school(s), will be shared with the FSCUE Curriculum Subcommittee for review. A representative from the unit proposing the action will be invited to participate in the Curriculum Subcommittee's discussion. The FSCUE Curriculum Subcommittee may take action on the proposal, refer it to the FSCUE for action, or send it back to the unit proposing the course or program for additional information or consultation. If additional consultation is requested, the unit proposing the action will be expected to undertake and document that consultation.
7. The UPF school(s) that reviewed the proposal will be informed of the action taken.
8. At any point in the process after the reviews by the UPF school(s) described above, the FSCUE Curriculum Subcommittee may choose to seek additional review and comment from one or more UPF schools, but no more than two rounds of review within a UPF school is guaranteed.
9. When a course action form is approved by the FSCUE Curriculum Subcommittee, the unit proposing the course will be informed by the Dean of Undergraduate Studies that the form has been forwarded to the Registrar's Office. Similarly, when a program action form for changes to an existing minor is approved by the FSCUE Curriculum Subcommittee, the unit proposing the action will be informed by the Dean of Undergraduate Studies that Undergraduate Studies will record the changes in the Academic Requirements module of SIS.
10. When a program action form for a new minor is approved by the FSCUE Curriculum Subcommittee, the unit proposing the action will be informed that the proposal is being forwarded for subsequent review by FSCUE *en route* to the Faculty Senate.
11. At any point in the process, the FSCUE Curriculum Subcommittee may choose to refer a course or program action form to the FSCUE should the Subcommittee determine that the proposed action requires more formal review.

The curriculum committees of the UPF Constituent Faculties generally meet once per month from September to May. This drives the timing described in this document, and means that the review process for course or program action forms submitted in the spring semester may not be completed until the following fall semester.