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DOC 1997-07 Consultation Procedures for Curriculum Change

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Consultation Procedures for Curriculum Change

SUBMITTED BY: Executive Committee of the Academic Senate

DATE: March 28, 1997

APPROVED BY: Academic Senate

ACTION IS: Legislative

REFERENCE IS: Faculty Handbook, p.47-48

DESCRIPTION OF PROPOSAL:

The Academic Policies Committee and the Executive Committee reviewed the program proposal submitted by the Graduate Council to institute a Consultation Procedures for Curriculum Change and recommend the Senate support it.



The University of Dayton

February 13, 1997

TO: Academic Policies Committee

FROM: Patrick F. Palermo, Ph.D. *PP*
Associate Provost for Undergraduate Education

SUBJECT: Consultation Procedures for Curriculum Change

At the request of the Academic Senate and in response to the concerns raised by the College, there have been several attempts to develop procedures for consultation over curriculum changes that affect more than one academic division. (There are already policies that cover the creation of new degree programs, the suspension or elimination of existing programs, and courses that satisfy University requirements, especially General Education.) The procedures described here originated with a proposal developed by Mary Jo Vesper and Paul Morman and are based on consultation with the Associate Deans; the Provost's Council; and Fred Pestello, Vice President of the Academic Senate. These procedures are based on the legislative authority of the Academic Senate as specified in the Constitution of the Academic Senate, Article II-B-1:

Legislative Authority is defined as the right to initiate and formulate academic and educational policies which have significant University-wide impact as determined by the Academic Senate including amendment, revision, or rescission of existing policies. In considering which policies have significant University-wide impact, the Academic Senate shall analyze how these policies affect items such as program quality, content, economic feasibility, and consonance with the University mission. To be considered University-wide, the policy must apply to more than one educational unit. Legislative Authority shall not extend to the implementation or administration of such policies. Each legislative act shall contain a statement articulating its academic or educational purpose and justification.

Given this charge, the procedures are meant to achieve four goals:

1. To assure appropriate consultation among academic units and divisions concerning significant curriculum changes that affect more than one division.
2. To define curriculum changes that "have significant University-wide impact."
3. To provide a procedure for notification of curriculum changes that assures the timely sharing of information among academic divisions.
4. To develop procedures that are efficient and effective and will not interfere with the ability of departments and programs to make timely and appropriate changes in their curriculum.



The University of Dayton

February 14, 1997

TO: Academic Policies Committee

FROM: Patrick F. Palermo, Ph.D. *POP*
Associate Provost for Undergraduate Education

SUBJECT: Consultation Procedures for Curriculum Change

Enclosed is a revised proposal for the "Consultation Procedures for Curriculum Change" requested by the Academic Policies Committee. In developing these procedures I have tried to keep them as simple and direct as possible. In describing the procedures I have not gotten into specific details. I think that this will be the responsibility of those who will implement the procedures approved by the Senate.

As you review the proposal, I ask that you take notice of the following:

- the distinction made between clarification and notification.
- the definition of what constitutes curriculum change with "significant University-wide impact."
- the tension between the obligation to consult and the right of academic units to make timely and effective curriculum changes.

I will be sharing this proposal with the Provost's Council. If you have any questions about these procedures, please contact me at x2245 or through p-mail at palermo@picard.admin.udayton.edu.

Consultation Procedures for Curriculum Change

April 11, 1997

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To achieve these goals, the following procedures for consultation and notification would be followed:

- Before any significant curriculum change could be considered by the duly constituted body (Academic Affairs Committee, Congress, etc.) in the academic division, the unit initiating the change should consult with all units that would be clearly affected by the proposed change.
- Curriculum change having "significant University-wide impact" is defined as any curriculum change (i.e., bulletin change) that affects the availability of course(s) to students in at least one other division as part of a recommended course of study, that would affect the offering of course(s) by at least one other division, or that eliminates courses taken by large numbers of students outside the discipline so that the quality of student life would be affected (e.g., marching band, recreational physical education courses).
- Consultation includes providing the affected unit(s) with the exact nature of the proposed curriculum change, a timetable for implementation, and any information about the impact on the affected unit. Without compromising the integrity and independence of the academic unit proposing the curriculum change, every effort must be made to reach an understanding or accommodation with affected units from another division. When the affected unit accepts or supports the proposed change, this should be submitted in writing to the duly constituted body of the academic division considering the change. The curricular change will not be considered or approved without this written documentation.
- If objections to the proposed changes can not be resolved by the units involved, then the Deans of the affected units would negotiate a resolution to the unresolved issues involved in the proposed change. The proposed curriculum change could only be considered with the submission of the written understanding acceptable to the Deans.
- Only if the Deans could not resolve the dispute would the Academic Policies Committee recommend to the Senate a resolution to the dispute.
- In addition, the text of any proposed curriculum change (excluding General Education courses) that had possible implications for academic units outside the division considering change would be distributed (the method of distribution to be determined by efficiency and effectiveness) to all Deans' offices, chairpersons, and directors of academic programs. Any response to the proposed change should be made to the unit proposing the change within one week of the distribution of the text. If responses noted that the proposed change would have "significant University-wide impact" then the process of consultation would begin.
- Designated Associate Deans in each academic division would be responsible for coordinating the process.
- The Associate Provost for Undergraduate Education working with the Associate Deans would keep the Academic Policies Committee well informed of the consultation and notification process, especially concerning any proposed changes that might have "significant University-wide impact."
- The Academic Policies Committee will report annually to the Executive Committee of the Academic Senate as to the effectiveness of the policy.

As you review these procedures, it is critical to note that no curriculum change of "significant University-wide impact" could be considered for approval without completion of the consultation process with written documentation.