

Submitting Academic Programs Proposals/Changes to the Curriculum Committee

Given the university's new budgetary model, there has been a significant increase in the number of proposals coming to the Curriculum Committee for changes to academic programs. In order for the committee to be able to appropriately serve its function in approving these changes, the Curriculum Committee is requesting that departments submit a more standardized set of documents. Traditionally, this has been done for course changes using a standardized form, but not for changes with academic programs. To help the Curriculum Committee evaluate proposals for changes to academic programs, the following items should be included in the proposal:

1. A memo explaining the department's rationale for the proposed changes.
2. A file or files showing the current academic program and the new program which is being proposed. If it is convenient, this can be done on a single document with the changes being clearly marked for the committee to see. For proposed changes where marking up a single file would not clearly convey the intention of the proposal, includes a document showing the current program and a second document showing the new program.
3. Files showing both the current flight plan and a new flight plan which incorporates the proposed changes.
4. Documentation of support for the proposal FROM ALL DEPARTMENTS within the college that will be impacted by the changes. This can be in the form of a brief letter or email from the chair of an impacted department.

NOTE: All items for the Curriculum Committee's review should be sent to ascc@louisville.edu.

Having a description of the current program to compare with the newly proposed one will allow the committee to more easily see what is being changed and how it will impact students and faculty. Providing the current and proposed flight plans will also aid the committee in understanding the changes, as well as ensure that logistical issues have been considered and addressed. Finally, changes that will impact other departments should be addressed before the proposal is sent to the committee. Historically, we have done this with proposals for changes to courses, but not for changes to programs. We have already seen several instances where these issues were not resolved before the committee was asked to approve a proposal, which resulted in the committee being inappropriately placed in the middle of departments at odds over the changes included in the proposal.

Thank you for your assistance and cooperation.

Curriculum and Standards Committee
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