Curricular Affairs Committee, 22nd Report, Part II B, changes in forms and procedures for the Faculty Senate Committee on Curricular Affairs.

University of Rhode Island Faculty Senate

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Recommended Citation
University of Rhode Island Faculty Senate, "Curricular Affairs Committee, 22nd Report, Part II B, changes in forms and procedures for the Faculty Senate Committee on Curricular Affairs." (1965). Faculty Senate Bills. Paper 158.
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From: The Chairman, Faculty Senate
To: The President, Dr. Francis H. Horn
Enclosure

1. The attached bill, entitled Curricular Affairs Committee, 22nd Report, Part II B, changes in forms and procedures for the Faculty Senate Committee on Curricular Affairs. is hereby forwarded to you for your consideration.

2. The official original and 2 copies for your use are attached.

3. This bill was approved by vote of the Faculty Senate on October 14, 1965.

4. After your consideration, will you kindly indicate your approval or disapproval, as appropriate, and return it, completing the appropriate endorsement below.

   November 9, 1965
   (date)  Elizabeth W. Grindall
   (Signature) Chairman, Faculty Senate

Endorsement 1.

From: The President, University of Rhode Island
To: The Chairman, Faculty Senate

1. Returned. Disapproved
2. Approved
3. (If approved) In my opinion, transmittal to the Board of Trustees would not be desired by the Board and is unnecessary.

   Nov. 12, 1965
   (date)  Francis H. Horn
   (Signature) President, Univ. of R.I.

Received Nov. 12, 1965
   (date)  Elizabeth W. Grindall
   (Signature) Chairman, Faculty Senate

Original forwarded to Secretary of the Senate and Registrar, E. Farrell, for filing in the archives of the University.

   Nov. 12, 1965
   (date)  Elizabeth W. Grindall
   (Signature) Chairman, Faculty Senate
II B. Changes in forms and procedures for the Faculty Senate Committee on Curricular Affairs.

Comment: After approximately a year's trial of the forms approved by the Senate in October, 1964, for requesting approval of course changes and new courses by the Committee on Curricular Affairs, a sub-committee of that group was appointed to evaluate the forms and relevant procedures and to suggest modifications.

It is the opinion of the sub-committee that the information provided by the forms has been invaluable as has been the convenience of having copies of pertinent information for each member of the committee. In addition, a number of department chairmen have reported to the committee chairman that, because of the necessity of filling out the forms, requests have been more carefully thought through before presentation for action. On the other hand, problems have become apparent: 1) as changes have been made at various steps in the approval process, it has been difficult to insure the incorporation of the changes on all copies; 2) the forms provide for information on only two of the many kinds of action handled by the committee; 3) since requests are on separate sheets, there is danger of a single item being mislaid; and 4) the mass of the records accumulating in the committee's ongoing file is considerable.
The revised procedures retain the advantages of the forms while eliminating as many of the disadvantages as possible. In essence, a format rather than a form is to be used in requesting action by the Curricular Affairs Committee. Committee representatives of the respective colleges have more responsibility in organizing materials for the Committee's use and in presenting requests from their colleges to the Committee. The list of items handled on an informational basis has been modified.

The committee recommends:

1. that the use of the forms approved by the Senate on October 15, 1964, for presenting new courses and course changes be discontinued, and

2. that the revised procedures for presenting requests to the Committee on Curricular Affairs, as outlined below, be approved.

PROCEDURES:

The broad scope of the activities of the Curricular Affairs Committee is indicated in the charge to the committee, outlined in the Faculty Manual, 7th edition, (pp 32, 33). When questions arise as to whether items are within the purview of the committee, reference should be made to the charge.

A. Information Required

1. Each request should begin with a clear, concise statement of the action for which it seeks approval, the statement to be as specific as the nature of the request permits.

2. The most common requests deal with 1) changes in existing courses, 2) addition of new courses, 3) deletion of courses, and 4) changes in existing curriculums.

For these requests, the following information should be provided, where pertinent, in the sequence listed.

a. changes requested in existing courses (list dept., current number and title in each case)

1) Course number
2) Credits
3) Title
4) When offered
   Semester
   Summer session(s)
   Alternate years
5) Lecture and/or laboratory
   (clock hours)
6) Proposed catalog listing
   (necessary only when description is changed; underline changes)
7) Reasons for changes

*Note: In most recent Catalog, check introductory page of section dealing with "Courses of Instruction" for proper numbering, designation of semesters, etc. Limit course descriptions to 30 words; if possible. Study most recent Catalog for style.

*As amended by Senate October 14, 1965
b. new courses

1) Proposed complete catalog listing
2) Expected distribution of registrants (Fr., Soph., Grad., etc.) in terms of numbers
3) Place of course in curriculum(s) involved
4) Extent to which this course overlaps any other course on campus. Justify overlapping and provide statement from other departments involved (pro or con).
5) New facilities required (equipment, laboratory, library, etc.).
6) Availability of personnel

c. deleted courses

Note: If a course number is changed, the old number is carried in ( ) following the new number and need not be listed among deleted courses.

1) List deletions together, giving names of courses
2) Note if a deletion is contingent upon approval of another change

d. changes in curriculums

1) Give brief explanation of reasons for changes
2) Summarize changes, indicating those requiring committee approval
3) Provide copies of the revised curriculum incorporating the changes

If a request is of a nature not covered above, consult the Chairman of the CCA to determine the kind of supporting information that will need to accompany the request.

B. Responsibility of College Representatives on CCA

1. All materials (including informational reports) will be forwarded to the chairman of the CCA by the deans of the respective colleges via the college representative on the Committee, whose responsibility shall be to:

   a. determine, by consulting with the chairman of the CCA, which items can be handled on an informational basis, and, in these cases, to forward simultaneously, after committee review, identical copies (initialled by the dean) to

      1) Registrar
      2) Editor of Catalog
      3) President of the University

   b. collate all other requests and supporting material in sufficient numbers for all committee members (12 copies)

   c. prepare a summary statement suitable for use in the abbreviated report to the Senate listing all changes involved in the requests (12 copies)

   d. distribute these items (b and c above) to committee members for study prior to CCA meetings

   e. move for approval of the requests and answer questions
C. Sequence of Action

1. Items requiring Senate approval
   a. Department Faculty
   b. College Faculty
   c. Dean of College (signature)
   d. For courses below 100 level (omit d(1 and 2)
      For courses at 100 level or above (include d(1 and 2)
      (1) Graduate Council
      (2) Dean of Graduate Faculty (signature)
   e. Curricular Affairs Committee
   f. Faculty Senate
   g. President
   h. Editor of Catalog

2. Items not requiring Senate approval
   a. Items handled on an informational basis
      1) Change in number at same level
      2) Change in title if minor
         if major, must have new number at same level with
         old number in ( )
      3) Time offered
      4) Description, if minor
      5) Prerequisites (if checked with others affected)
      6) Accommodations to deleted or added courses resulting
         from prior committee action
   b. Items which do not need informational copies to CCA and the President
      1) Changes in staff
      2) Years next offered

C. Sequence

1) Dept. chairman (memo form)
2) Academic dean
3) Identical copies, original initialed by dean, sent after review
   by the CCA chairman and the Committee by the college representative
   simultaneously to
   1) Registrar
   2) Editor
   3) President of the University

III. The committee wishes to go on record as urging deans and department chairman
     to make a conscientious effort to use their most effective and stimulating
     teachers in freshman courses, as one approach to combatting freshman dropouts.