Consent Agenda Items: Technical Changes

Faculty Initiator
Department/Discipline Faculty/Dept. Chair/Curriculum Specialist
Consent Agenda
Appropriate Dept/Staff Notification
Minor Revision Process

Level 1  Faculty Originator after collaboration with faculty peers and department dean, completes all screens in CNET and submits proposal.

Level 2  AP&P Rep reviews the proposal in CurricUnet and assists initiators in submitting a complete curriculum proposal.

Curriculum Specialist - verifies correct proposal process is being used (major/minor, etc), monitors all submissions in the review process, reviews for technical errors, appropriate attachments etc.

Library/Learning Resources LRC Dean - available library resources are researched by librarians and the findings are forwarded to LRC dean; LRC dean documents available resources and/or estimated costs to purchase adequate library resources.

Level 3  Department and/or discipline faculty review the proposal.

Dept. Chair assists faculty initiators in the proposal process as needed and reviews the proposal; conducts and records department vote.

Department dean reviews proposal and forwards to next level.

Level 4  AP&P Committee reviews courses in CurricUNET in preparation for meetings, meets to vote for recommendation to adopt.

Level 5  Academic Affairs reviews minor revisions for inclusion in summary report; prepares proposals for submission to the state’s course/program inventory; forwards modified curriculum to appropriate department.