PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.

2. The Senate President will log items and forward them to the appropriate Senate Subcommittees.

3. The Senate subcommittee will send the proposals to the Senate. *Only curricular items require being sent to the faculty 10 days (not working days) prior to the general faculty meeting.*

4. Senate proposals will be considered by the Full Faculty.

5. If approved, the proposal will then be forwarded to the Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: New Course Prefix Policy

SUBCOMMITTEE: _____   PROPOSAL #: *99 - 01*

PROPOSAL:

"When new course prefixes are created by academic programs, it shall be the responsibility of the General Education Committee to assign them to a distribution area. The General Education Committee's decision shall be reported to the full faculty, usually for information purposes only. The full faculty can change the Committee's decision."

RATIONAL:

This policy is primarily a housekeeping or procedural detail. At the present time, when new course prefixes are created by academic programs, they are assigned to a distribution area in the Registrar's Office. In recent years, that practice has included the following prefixes: GER, GDSN, SPAN, ACCT, SBM, TSS, RRT, and TECH. Some prefixes may also slip through the cracks and remain unassigned for several years.

While the Registrar's Office has probably made the correct decision in the past in assigning new prefixes, that responsibility should reside with the faculty. The General Education program is a faculty program, and any changes or additions should be the responsibility of the faculty. This policy places the responsibility for oversight and decision-making with the appropriate faculty committee and the full faculty.

ACTION SIGNATURES:

_____   Date _8/25/99_
Submitter

_____   Date _____
Department Chair

Robert P Chustech   Approve __X__ Disapprove _____   Date _11/2/99_
Committee Chair

_____   Approve __X__ Disapprove _____   Date _11-23-99_
Faculty/Senate President

Roger A Barton   Approve __✓__ Disapprove _____   Date _11/29/99_
Vice Chancellor for Academic Affairs

Mike Rao   Approve __✓__ Disapprove _____   Date _11/30/99_
Chancellor

Another proposed policy for the Faculty Senate, Julie. . .

The proposed language:

"When new course prefixes are created by academic programs, it shall be the responsibility of the General Education Committee to assign them to a distribution area. The General Education Committee's decision shall be reported to the full faculty, usually for information purposes only. The full faculty can change the Committee's decision."

The rationale:

This policy is primarily a housekeeping or procedural detail. At the present time, when new course prefixes are created by academic programs, they are assigned to a distribution area in the Registrar's Office. In recent years, that practice has included the following prefixes: GER, GDSN, SPAN, ACCT, SBM, TSS, RRT, and TECH. Some prefixes may also slip through the cracks and remain unassigned for several years.

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