Approved by the Faculty Senate, November 18, 2015

Working Group Recommendations for changes to existing procedures for adding new undergraduate and UG/GR equivalent courses (excluding FWIS, LPAP, COLL courses):

1. Revise the New Course Request Form, adding the information fields shown in the proposed form (attached) boxes 2 and 3 to those required by the OTR (Office of the Registrar) in box 1
   a. The data fields required by the OTR are not all shown on the draft form – they will include the information on the current new course form

2. Institute a university-wide procedure for courses that will be offered on a one-time basis (e.g., by visiting faculty or postdocs) or as a first-time course offered as a pilot.
   a. These will be created under a Special/Advanced Topics/Seminar course or courses designated for this purpose in each Department. The OTR will create a section for the one-time course. It will appear with the section title in online registration and on the student transcript.

3. Revise the review process for New Course requests
   a. Add a level of review by a School Course Review Committee (SCRC) composed of Directors of Undergraduate Studies (or curricular reps chosen by departments) and the Dean of the School. The SCRC will review departmental and extra-departmental new course requests within the School as follows:
      i. For departmental requests, the scope and purpose of SCRC review shall be:
         1. To insure consistency in awarding of credit hours
         2. To share information on best practices for department review
         3. Review of course content, subject matter, methodology is excluded; that is the responsibility of the department
      ii. For extra-departmental requests within the School, the scope and purpose of SCRC review shall be:
         1. To provide evaluation and oversight by faculty of suitability for academic credit and appropriateness within the curriculum
         2. To insure consistency in awarding of credit hours
         3. To facilitate school-wide conversation on co-curricular courses and broader curricular developments
      iii. The Committee on the Undergraduate Curriculum will receive notice of all approved courses
   
   b. Waive SCRC review for departmental courses offered on a one-time or pilot basis.

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i. New Course Request forms with all required information must still be signed by the chair of the SCRC committee.

c. Review of new course requests originating outside of schools (e.g., UNIV), will be conducted by the Committee on the Undergraduate Curriculum

d. The Committee on the Undergraduate Curriculum will be notified of all approved courses

4. Adopt a calendar with deadlines for new course creation
   a. For one-time courses or pilot courses, requests must be submitted by August 1 for Fall semester courses, and December 1 for Spring semester courses.
   b. For regular courses created through the New Course Review process, requests must be submitted by October 1 for Spring semester courses and March 1 for Fall semester courses. Review should be completed in time for inclusion in pre-registration lists for the following semester.