

UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs

Many changes also need approval by the BOR, SACS, and/or specialized accreditors prior to implementation. This document only addresses the UWG internal approval process.

The Provost serves as the Chief Academic Officer for the Institution. As such, all changes to programs and courses need approval of the Provost. The Dean, serving under the Provost, serves as the Chief Academic Officer for the college or school of his or her appointment. It is the responsibility of both the Dean and members of the faculty to engage in improvements and innovations in pedagogy, curriculum, and programming in an effort to increase student learning. Many of these changes should flow naturally out of market conditions, environments, national norms, and data collected and analyzed through the assessment of student learning outcomes.

The process for new or modified academic programs and curriculum normally (but not exclusively) initiates within a college or school. As such, it is the responsibility of the Dean as the chief academic officer of the college or school to manage the curriculum creation/modification process within his/her area of appointment. Each college or school has the opportunity to define internal processes for the creation and modification of curriculum and academic programs, within the boundaries of UWG and BOR policy and procedures.

When the creation or modification of an academic program or curriculum is approved by the Dean, many changes should also be submitted for consideration by the faculty senate and its committees, while others should be reported directly to the Office of the Provost and Vice President for Academic Affairs.

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are **actions items** by the Senate:

- Any changes to degree requirements within a college or across colleges
- Changes in semester credit hours for an existing course
- New academic programs and new courses (degrees, minors, certificates, etc....)
- Changes to a course level (i.e., changing from 3000 to 4000 level)
- Adding or removing a course from the Core Curriculum
- Changes to course prerequisites that span across colleges
- Modifying the requirements to complete an academic program, including adding or removing program electives
- New or modified concentrations or tracks within a degree program
- New or modified minors or embedded or stand-alone certificates
- Changes in whether (or how) credit for prior learning assessment can be given for a general education course

2. The following are **information items** for the Senate:

- Changes in admission standards for an academic program
- Suspending (deactivating) or eliminating (terminating) academic programs
- Offering an existing academic program more than 95% online
- Offering an approved academic program more than 50%, but less than 95% online

- Designation of service-learning courses (action item for Service Learning Committee)
 - New course topics for XIDS 1101, 2001, or 2002
3. The following are **reviewed by the Senate graduate and undergraduate programs** committees to assure quality of academic programs
- Comprehensive Program Reviews
 - Academic program learning outcome assessments
 - Undergraduate high-impact practice attribute designation requests for individual courses (UPC only)
4. The following are **not items considered** by the Senate and should be reported directly to office of the Provost:
- Modifications/additions/deletions to existing academic program learning outcomes
 - Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
 - Minor modifications to courses including: course name, description, course learning outcomes, course deletions (with the exception of Core courses) and prerequisites within a college or school
 - Creation or modifications of assessment artifacts
 - Moving an approved course to online delivery
 - Changes in the number of times a course may be taken by a student

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