TO: Academic Affairs Committee

FROM: Becky Bitter, Sr. Asst. Registrar, and Lisa Devine, Asst. Registrar

DATE: October 5, 2009

SUBJECT: Proposal to Modify the Curriculum Review Process for Specific Course and Requirement Changes

At the Catalog Subcommittee meeting on October 1, 2009, the committee approved the following proposal to modify the curriculum review process for specific course and requirement changes. The proposed modifications will decrease the workload of the Catalog Subcommittee, AAC, and GSC, as well as improve approval time for departments. The Provost’s Office also supports the proposal.

The Catalog Subcommittee agreed that there are a few types of requests that currently go through the full committee review process which could be considered editorial or have an abbreviated review process. These are presented below for your consideration.

The Registrar’s Office welcomes the opportunity to facilitate this better, more efficient process. We welcome your good feedback about this proposal.

**Additional Course Changes that could be presented on the “Minor Change Form”:**

A streamlined review process for some types of course revision requests that are considered editorial has existed for some time. Departments may submit the following changes on a “Minor Change Form” – change course description; change title; reduce course credit; change prerequisite; and drop a non-service course.

We would like to propose the following additions to the minor change form for courses:

- **Add a crosslisting for a course that already exists:** For example: Crop Science would like one of their existing courses to be offered under Biology, as a cross-listed course, and Biology supports this request. The paperwork would come with signatures from both departments and deans. The only impact would be to create a new course under “Biol” since the course already exists.

- **Switch the ownership of crosslisted courses:** For example: Anth 327 and CES 378 are crosslisted, with Anth as the parent department. Anth and CES agree that CES should now own the course, and that Anth should be listed in the catalog as “Same as CES 378”. The only impact is minor catalog work.

- **Add the cooperative course indicator for a course that already exists:** For example: In cooperation with the UI, Horticulture would like to offer its students the ability to enroll in a UI course. The UI course has already been approved by the UI senate. The only impact would be to create a new course under “Hort” at WSU which would match the UI course description, since the course already exists at UI. (The policy in the Educational Policy and Procedures Manual does point to streamlining the process for cooperative courses).
Requirement Changes that could have an Abbreviated Review Process:

There are also times where departments request a change to their requirements that is small, does not affect other departments, and would not negatively affect students. The following examples are illustrative. We would like to propose an abbreviated review process for the following types of changes:

- **Add a course to a list of choices in the schedule of studies:** Provided that the course being added is the department’s own course, allow the addition of a course to a set of required courses. For example: Economic Sciences wants to revise the schedules of studies for their options by adding one of their own courses to a list of courses from which students choose:

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td><strong>Fourth Year</strong></td>
<td><strong>Fourth Year</strong></td>
</tr>
<tr>
<td>First Term</td>
<td>First Term</td>
</tr>
<tr>
<td>EconS 483, 497, or 499</td>
<td>EconS 483, 495, 497, or 499</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
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- **Revise a list of elective courses:** If students choose courses from a list of electives, allow the department to revise the list for the courses that they offer. For example: The Chemistry Department is requesting that their elective courses be revised:

  Footnotes
  
  2 Electives include: Chem 415, 416, 424, 422, 424, 427, 430, 461, 480, 481, 514, 517, 518, and other 500-level courses.

Final Recommendations from Catalog Subcommittee:

Members of the Catalog Subcommittee agreed that the following procedures will ensure that they will continue to have complete knowledge of the curricular changes that go forward to the senate for final approval:

1. On a regular basis, the Registrar’s Office will present to the Catalog Subcommittee the items that will be part of the next bulletins which have met the criteria presented above.
2. The bulletins will go forward in the usual manner to the other committees and finally to the Faculty Senate.
3. The process will be reviewed periodically to assess the outcome of this abbreviated review.
4. Other suggestions may be made over time to add to this list, should Catalog Subcommittee choose to do so.

We believe this modification of the curriculum review process will continue to uphold the standards set by the Faculty Senate. Thank you for considering this request.

Cc:  Jennifer Beller, Chair, Graduate Studies Committee  
      Howard Grimes, Dean, Graduate School  
      Julia Pomerenk, University Registrar  
      Jane Sherman, Vice Provost, Academic Policy and Evaluation  
      Mike Swan, Faculty Senate Chair  
      Mary Wack, Vice Provost, Undergraduate Education / General Education