

Butler University
Guide to University Curriculum Committee Authority and Review
Revised, University Curriculum Committee, April 2010

1. Curriculum Authority

The university-wide curricular policies of the university are the responsibility of the full faculty, and all non-core-related changes must be reviewed by the University Curriculum Committee (UCC) and approved by Faculty Senate.. College-specific curricular policies are the responsibility of the various colleges and their deans. In order to make sure that colleges do not make changes in their curricula which inadvertently affect other colleges, all proposed changes to curricula must be approved by the UCC and published before they take event so that affected parties may raise concerns.

2. Overview of the University Curriculum Committee Review Process:

For purposes of this document, curricular changes shall be divided into intracollegiate changes and intercollegiate changes. Intracollegiate changes are changes in courses and programs that are administered by a single college. Intercollegiate changes are changes in courses and programs the responsibility for which is shared by more than one college. Examples of intercollegiate programs are the Honors Program and the Gender, Women, & Sexuality Studies Program.

The primary responsibility for review of intracollegiate changes lies with the appropriate college. It is the responsibility of each college to have a structure for curricular review that is independent of the administrative structure of the college and to formulate guidelines for this review process. The primary responsibility for review of intercollegiate changes lies with the UCC.

Curricular proposals are further subdivided into action items and publication items. Action items require Faculty Senate approval. Publication items are approved by the college and UCC in the case of intracollegiate program or the UCC in the case of intercollegiate programs. Once approved by the appropriate body or bodies, publication items are published by the Registrar for full faculty and administrative review. If no objections are raised to the publication item within 30 days, the proposed changes becomes final.

The following two sections specify which items are to be treated as action items and which are to be treated as publication items. Should a question arise concerning whether a curricular change is intracollegiate or intercollegiate, or whether it is an action item or a publication item, that question will be resolved by the UCC.

3. Action Items

The following changes are classified as action items:

1. University-wide curricular policies

2. Addition or deletion of Degrees
3. Addition or deletion of Majors and Interdisciplinary Majors

Action items may be initiated by any academic unit (e.g., a department, or a college committee). If the changes are intracollegiate, they will be reviewed by the appropriate college's review structure, and forwarded to the UCC for consideration. If the changes are intercollegiate, they will be reviewed directly by the UCC. In either case, the UCC then forwards the proposal to Faculty Senate for final consideration.

4. Publication Items

The following changes are classified as publication items:

1. Changes in degrees – change in name, and changes in general requirements
2. Changes in Majors and Interdisciplinary Majors – changes of required courses in the major, and changes in the number of hours required for the major.
3. Changes in minors – including the addition and deletion of minors, and changes in the courses and the number of hours required in the minor.
4. Changes in Semester Concentrations – including the additions, deletion and changes in requirements.
5. Changes in Courses – including the addition and deletion of courses and changes in the title, credit or description.
6. Changes in international programs – including the addition and deletion of approved institutions for Institute for Study Abroad and the approved list of study-abroad consortium institutions.

Publication items may be initiated by any academic unit (e.g., a department, or a college committee). If the proposal is an intracollegiate one, it is reviewed by the college's review structure and forwarded to the UCC for evaluation. Otherwise it is reviewed directly by the UCC. Once approved by this review structure, the proposal is forwarded to the Registrar for publication.

The publication will be sent to the entire faculty and administration of the university. Publication invites questions and objections for 30 days. If no questions are raised within that period, the published item will become approved on the 31st day, and the Registrar will publish the curriculum change and the next Bulletin and put the change into effect the next semester.

Objections or questions about published changes will be addressed to the dean of the college which published the proposed change, or the chair of the UCC for intercollegiate changes. The dean, chair or his/her designee will consult with the parties to the dispute and attempt to resolve the difficulties. If resolution by this means proves impossible, then the method for final resolution depends upon the type of proposal. If the proposal is intracollegiate, and if all parties to the dispute are within that college, then the mechanism of dispute resolution is a vote by the full faculty of that college. Otherwise, the proposed change will be forwarded to the UCC and treated as an action item, with the matter ultimately being decided by action of the Faculty Senate.

If a question or objection to a publication item has been formally raised, the change will not take effect unless and until a final resolution has been reached by one of the mechanisms described above.

5. Publication Calendar

The publication of curriculum changes will take place exclusively between the months of August and April. Publication will typically occur on the 20th of each month, but the chair of the UCC may extend this date if a significant number of proposals are received during the preceding week. Proposals received after April 20 will not be reviewed until the following academic year.