There are two broad categories of curriculum issues that the College Curriculum Committee (CCC) reviews:

A. Non-substantive Changes

Non-substantive changes are submitted via a memorandum to the CCC by program faculty and deans in their Schools, and by the Chair of the W Core Committee, in consultation with the Registrar and the chair of any programs that may be directly or indirectly affected. If any of the following are being changed it is considered non-substantive:

1. Course description revisions
2. Titles of existing courses (Titles limited to 30 total characters)
3. Prerequisites/co-requisites (unless such a change affects the total hours required for a major, minor, concentration, etc.)
4. Assignment of course numbers (but not changes between upper and lower division status)

Non-substantive changes are reported to the CCC by Schools for discussion and informational purposes and then reported to the Faculty Senate as information items. Programs are advised to be judicious in making non-substantive changes. The content and wording of all non-substantive changes should be made in collaboration the Office of the Registrar.

All non-substantive changes should be sent to the CCC no later than one week before the February curriculum committee meeting to be included in the following year’s catalog.

B. Substantive Changes

Substantive changes are proposed by program faculty and Schools and by the W Core Committee after consultation with programs that may be directly or indirectly affected. Substantive changes include the following:

1. Course level (lower/upper division)
2. Number of credit hours for courses
3. Electives in majors and minors
4. Deletion or addition of a course
5. Curriculum revision of majors, minors and concentrations
6. Credit hour requirements for majors, minors, and concentrations
7. Program requirements as stated in the catalog including change in credit hours for majors, minors and concentrations
8. Re-naming of an existing major, minor or concentration
9. New majors, minors, concentrations, academic programs and degrees (must be submitted by fall semester of year prior to program start).
10. Academic policy, i.e. W Core, grading, college wide requirements, probation, suspension, continuing education, certificate programs.
11. Changes in the method of program delivery (for more than 30% of required courses)
12. Adding emphases to existing W-Core courses e.g. Diversity, Writing, Research, Quantitative.

- All substantive changes should be directly tied to program goals:
  o an explanation should be included of how the proposed change will assist the program in meeting its goals.
- Substantive changes are submitted (form attached) to the dean in the appropriate School, who will call a meeting of the School’s curriculum committee and provide copies of the proposal to its membership at least one week prior to the meeting.
- The entire faculty in that School should be notified of the proposed change, should have access to the proposal and should be invited to attend the School’s curriculum committee meeting to discuss the proposal.
- Proposals affecting W Core courses or requirements must be submitted to the W Core Committee for their consideration.
  o In some cases (such as a proposal for a new course, to be included as a W Core course), a proposal should be sent both to a School curriculum committee and to the W Core committee for consideration.

Substantive change proposals approved by a School’s curriculum committee and/or the W Core committee are then forwarded to the CCC for consideration. Minutes of the School’s curriculum committee must accompany the substantive change proposal. Substantive changes should be sent to the CCC no later than one week before the January Curriculum Committee to ensure inclusion in the following year’s catalog.

The dean of the School (and/or the chair of the W Core committee) should provide the chairman of the CCC with an electronic copy of each proposal being submitted. The CCC chair will notify all faculty members via email about the date, time and agenda for each CCC meeting, and will attach copies of all proposals to be considered to that message. CCC meetings are open to all faculty. A quorum for conducting business at a CCC meeting is 4 of the 7 voting members, to include at least one voting member from each of the four schools. At least one person (faculty member and/or dean) representing the program presenting a proposal should attend the CCC meeting when that proposal is being considered in order to answer questions.

Substantive changes that are approved by the CCC are posted on Canvas, along with the committee’s minutes, and are sent to the faculty Senate for consideration. Proposals approved by the Senate will not have final faculty approval until there has been an opportunity for a challenge to the proposal in a full faculty meeting.
Final authority for approving faculty-recommended substantive changes resides with the president, and as necessary, the Board of Trustees (through their Academic Affairs Committee).

C. **Changes not required to be sent through curriculum process include:**
   1. Departmental catalog narrative,
   2. Degree plan,
   3. May term courses,
   4. Special topics courses