

Inconsistencies Between Course and Curriculum Changes in R&P and CIM

17 August 2022

Problem: While R&P has an abbreviated approval process for certain course and curriculum changes, CIM appears to treat all changes the same which results in duplication of effort and a substantial waste of faculty time and effort.

Recommendation: That the approval process in CIM accurately mirror that in R&P.

Discussion: Course and curriculum changes generally originate with a department before being submitted through the CIM system for approval at the College and University levels. Changes are either substantive or non-substantive according to criteria defined in R&P 3.2.1.

3.2.1 Changes in Curricula or Courses

*Proposed course and curricular changes are **deemed substantive** if they meet one or more of the following five criteria:*

- 1. They propose new courses or programs not previously approved by the university faculty. (Numbers and prefixes for all new courses must have the approval of the registrar.)*
- 2. Changes in requirements and focus for existing programs.*
- 3. They affect programs or departments other than the one proposing the changes.*
- 4. They propose changes in prerequisites, course level, content, and credit hours for existing courses.*
- 5. Dropping a course from the catalog for reasons other than its not being offered for more than two years.*

R&P then delineates three approval routes that are not currently reflected in CIM.

The approval routes are:

- A. ***Non-substantive changes only require Department approval.*** They are then forwarded to the Registrar for incorporation into the University catalog. In other words, the approval route is:
 1. Department
 2. Registrar for incorporation of change into catalog

- B. If the undergraduate or graduate course/curriculum change only affects prerequisites, course level, content, or credit hours for existing courses OR is the dropping of a course not offered for two years (Criteria 4 or 5) then ASA approval is not required. In these cases, the approval route is:
 1. Department
 2. College Policy Committee
 3. College Faculty
 4. Ed Pol or GRC Committee
 5. Registrar for incorporation of change into catalog

C. Other substantive course/curriculum changes (Criteria 1, 2, or 3) have the following approval route.

1. Department
2. College Policy Committee
3. College Faculty
4. Educational Policy Committee (Ed Pol, for undergraduate programs) or Graduate and Research Committee (GRC, for graduate programs)
5. Senate Subcommittee on Academic and Student Affairs (ASA)
6. Registrar for incorporation of change into catalog

The approval process is more complex for a change that affects both graduate and undergraduate programs or involves interdisciplinary programs. Please refer to R&P 3.2.1.

Currently it appears that in CIM some type A (non-substantial) changes and most type B changes follow the long type C route that was supposed to be limited to more important course and curriculum changes. This results in a waste of faculty and staff time.

Frank R. Gunter
Chairman, Faculty Senate
frg2@lehigh.edu