# UW-Whitewater Guidance on Curricular Approval Roles and Responsibilities

This document is intended to support proposers and reviewers throughout the curriculum approval process, ensuring clarity and consistency in the development and approval of academic programs and courses. Faculty hold the primary responsibility for the curriculum. Their expertise and dedication are crucial in maintaining the academic integrity and quality of our programs.

**Proposer(s)**

* Know the discipline and program, including accreditation and licensure considerations as appropriate
* Conduct research for the proposed changes
* Articulate rationale for curriculum decisions
* Consult with department chair(s) for awareness and articulating budgetary or other resource impact
* Enter all required information into CourseLeaf accurately and correctly
* Notify any other program(s) affected by the proposal (via pre-requisites, equivalencies, program requirements, etc.) as well as any academic units that are likely to be concerned about the impact of the proposed change. Conclude any requested consultations per the curriculum handbook. Include appropriate documentation in the proposal.
* Attain any required documentation (syllabus, notifications, consultations, course rotations, assessment plans, etc.) for the proposal and include it in the proposal
* Address questions that may arise through the curriculum review process
* Resolve any issues with a returned proposal and resubmit

**Department Chair (representing department and any programs therein)**

* Ensure departmental curricular review process is followed appropriately
* Add/edit equivalencies as appropriate (as it is not editable at the proposer level in Courseleaf)
* Know the discipline and program
* Review all required information to confirm it was recorded in CourseLeaf accurately
* Assess and evaluate curriculum impact on area’s sustainability, students, faculty and other resources
* Assess learning outcomes for compliance, validity and alignment with program’s mission and objectives
* Know and work to meet program accreditation/licensure considerations, as appropriate
* Confirm notification of any other program(s) affected by the proposal as well as any academic units that are likely to be concerned about the impact of the proposed change.

**College Curriculum Committee**

* Review curriculum proposals from schools/departments within college including:
  + Summary of changes and justification
  + Name (including abbreviated name)
  + Course number, course description, grade basis, pre-/co-requisites, equivalencies/cross-listings
  + Syllabus requirements and consistency with proposal
  + Program type, mode of delivery
  + Learning objectives, assessment plan
* Consider college implications of the curriculum proposal. Confirm appropriate notifications and resulting consultations were completed within the college.
* Consider cross-college implications of the curriculum proposal. Confirm appropriate notifications and resulting consultations were completed outside of the college.
* Review the curricula with special attention to duplication or obsolescence within the college

**Dean**

* College-wide consistency with policy and accreditation
* Assess and evaluate curriculum impact related to
  + area’s sustainability
  + student needs (e.g. credits to degree, course rotation)
  + faculty, staffing, budget and other resources
  + other program review conversations

**Diversity Curriculum Committee and General Education Review Committee**

* Recommend to the UCC appropriate courses for appropriate inclusion in the U.S. Racial/Ethnic Diversity designation and General Education requirements, respectively.

**University Curriculum Committee/Graduate Council**

* Review and approve new courses, new areas, new majors and minors, course revisions, courses recommended for fulfilling the diversity and general education requirements, and other curricular actions with attention to:

a. whether a proposal is appropriate to the University's missions.

b. whether the proposal deserves approval on its merits.

c. whether there is a need for the curricular action proposed.

d. whether university-wide staffing, facilities, and present and anticipated funds for supplies, equipment, and capital goods are adequate to carry out the proposal, and whether library and other academic support services and resources are or can be made adequate to the needs of the proposal.

e. the curricular consequences of the staffing and budgeting of the proposal and whether these consequences are acceptable, including implications to general education.

**Faculty Senate/Graduate Council**

* Wisconsin Statute 36.09(3)(a) "Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements..."
* Wisconsin Statute 36.09(4): "The faculty of each institution, subject to the responsibilities and powers of the board, the president, and the chancellor of such institution, shall have the primary responsibility for advising the chancellor regarding academic and educational activities…
* Faculty Senate has final faculty approval authority for undergraduate curricular actions likely to affect the university as a whole, such as new majors and programs or the discontinuation of majors and programs.
* Graduate Council has final faculty approval authority for graduate curricular action.

**Assessment (FYI)**

* Know and work to meet accreditation considerations
* Make recommendations for assessment best practices
* Notifications as required by role as Accreditation Liaison Officer (ALO)

**Provost Office**

* University-wide consistency
* Ensure compliance with UWS policies
* Notifications as required by role as UW University Program Planning Liaison

**Registrar**

* Validate effective dates
* Check for reuse of course numbers per policy
* Review format of course title and description
* Review restrictions to ensure they are enforceable
* Review pre/co-requisites to ensure formatting is consistent
* Validate proposals for clarity and prescriptive requirements
* Review course attributes for possible conflicts. Courses are bridged directly into WINS from Courseleaf.
* Confirm changes are reflected in WINS
* Review cross-listed/equivalent courses.
* Create, validate and record program and CIP codes
* Ensure compliance with UWW and UWS policies and practices

**Special Topics Courses**: Special topics courses follow an abbreviated workflow, making the review by approvers even more valuable. These courses should encompass the responsibilities of the steps that are not included in the abbreviated process, ensuring they meet the same standards as other courses.