

Proposed Revision of Section 10.8 of the Faculty Handbook

Approved by the Academic affairs Council as amended by the Executive Board

April 14, 2010 Revision

Background:

The rationale for the proposed change is based on a previously approved Faculty Senate Docket item 89-17:

Faculty Senate Curriculum Committee
Approved: 11-17-89
Faculty Senate Academic Affairs Council
Approved: 1-30-90

PROCEDURES FOR OBTAINING APPROVAL TO DISCONTINUE AN EXISTING PROGRAM (Major, Minor, Degree, Curriculum)

The following material describes the procedures to obtain approval to discontinue an existing program. In general, the same faculty and administrative procedures that are established for program approval are repeated. A recommendation for discontinuation of a program should be reviewed through both faculty and administrative channels. In every instance, the proposal for discontinuation must be presented to the departmental faculty and administration or appropriate interdepartmental group.

A recommendation for discontinuation may be made by the academic department or program committee, college curriculum committee or college administration, Faculty Senate Curriculum Committee, Central Administration, or Board of Regents. Regardless of where the recommendation originates, there must be opportunity for faculty and administrative review at all levels (department, college, and university).

Proposed Revision of Section 10.8

Three major changes are being proposed in order to eliminate ambiguities in the current version: (1) to separate the voting roles of departments/interdepartmental programs and colleges – a new column has been added for departments/interdepartmental majors; (2) to describe separately the votes required for program approval (new Section 10.8.1) and program discontinuation (new Section 10.8.2); and (3) to remove from this section action items dealing with required votes for establishing, changing names of, merging, and discontinuing departments and colleges. The latter will be moved into Section 2.7 of the Faculty Handbook at a later date.

10.8 Development of Courses and Curricula

10.8.1 Academic Program Approvals

A new course or curriculum must first be approved by the department(s) or college(s) that initiate it. Changes in existing minors, certificates, or options within majors require only approval by the faculty of the offering program. If the proposed changes are related to other academic programs, documented consent of those academic programs must also be provided. Proposed curricular changes must then be approved by the college curriculum committee, and also be approved by the college faculty as designated in the respective college governance document, the Faculty Senate Curriculum Committee, the Faculty Senate, and the Board of Regents, State of Iowa (except as noted in the table below).

| Action Item | Department or Interdepartmental Program | College | Faculty Senate | Graduate Council / Graduate Dean | Provost / President | Board of Regents |
|--------------------------------------------------------|--------------------------------------------------|---------|-------------------|----------------------------------------|------------------------|---------------------|
| Majors | | | | | | |
| New Major | Yes | Yes | Yes | Yes, if graduate program | Yes | Yes |
| Name change | Yes | Yes | Yes | Yes, if graduate program | Yes | Yes |
| Merged majors | Yes | Yes | Yes | Yes, if graduate program | Yes | Yes |
| Undergraduate Certificates & Minors | | | | | | |
| New certificate or minor | Yes | Yes | Yes | No | Yes | No |
| Name change of certificate or minor | Yes | Yes | Yes | No | Yes | No |
| Merged certificates or minors | Yes | Yes | Yes | No | Yes | No |

minors

**Graduate
Certificates and
Minors**

| | | | | | | |
|-------------------------------------|-----|------|----|-----|-----|----|
| New certificate or minor | Yes | Yes* | No | Yes | Yes | No |
| Name change of certificate or minor | Yes | Yes* | No | Yes | Yes | No |
| Merged certificates or minors | Yes | Yes* | No | Yes | Yes | No |

**Concurrent
bachelor/masters
degrees**

| | | | | | | |
|-------------------------------|-----|-----|----|-----|----|----|
| New concurrent degree | Yes | Yes | No | Yes | No | No |
| Name change concurrent degree | Yes | Yes | No | Yes | No | No |

*Refers to Graduate College only, through the Graduate Curriculum Committee.

Prior to proposing a new course for inclusion in the catalog, the department is encouraged to offer the course on an experimental basis. An experimental offering must be announced by a form submitted to the registrar. Copies of this form may be obtained from the department office.

Curricular changes are published in the University Catalog. Approved curricular changes that do not meet catalog publishing deadlines will be accessible on the University Registrar's website.

10.8.2 Discontinuation of Academic Programs

A recommendation for discontinuation of an academic program shall be reviewed through both faculty and administrative channels. In every instance, the proposal for discontinuation of an academic program must be presented to the departmental faculty and administration or appropriate interdepartmental group.

A proposal for discontinuation of an academic program may be made by the academic department or program committee, college curriculum committee or college administration, Faculty Senate Curriculum Committee, Central Administration, or Board of Regents. Regardless of the origin of the proposal, there must be opportunity for faculty review at all levels (department or interdepartmental program, college, and university).

Both the rationales for and against a proposed academic program discontinuation shall be forwarded with the proposal for discontinuation. Agreement between the Provost and the Faculty Senate is required before a proposal of discontinuation of an academic program is sent forward to the Board of Regents.

| Action Item | Department or Interdepartmental Program | College | Faculty Senate | Graduate Council / Graduate Dean | Provost / President | Board of Regents |
|------------------------------------------------|-----------------------------------------|---------|----------------|----------------------------------|---------------------|------------------|
| Majors | | | | | | |
| Discontinue major | Yes [#] | Yes | Yes | Yes, if graduate program | Yes | Yes |
| Undergraduate Certificates & Minors | | | | | | |
| Discontinue certificate or minor | Advisory | Yes | Yes | No | Yes | No |
| Graduate Certificates and Minors | | | | | | |
| Discontinue certificate | Advisory | Yes* | No | Yes | Yes | No |

or minor

**Concurrent
bachelor/masters
degrees**

Discontinue
concurrent degree

Advisory

Yes

No

Yes

No

No

*Refers to Graduate College only, through the Graduate Curriculum Committee.

#A “No” vote of academic program faculty may be overruled by two-thirds majority of the Faculty Senate voting in favor of the discontinuation of an academic major.

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