PROCEDURES

Meeting Time: 4th Tuesday of the month unless otherwise specified

First Meeting of the Year: The Chair from the previous year in concert with the Vice President for Academic Affairs will send out notices to the members of the committee for the first meeting during the first month of the fall semester. The list of faculty members will be obtained from the Vice President of the Faculty Senate and includes a voting representative from the Library, faculty representation from each department or school, a student representative, and the following ex-officio members: VPAA, the Registrar, and the Special Projects/HED Data Coordinator.

First Meeting Agenda: The first meeting of the year includes the following business:
   a. Election of the Chair of the committee
   b. Election of the Recorder of the committee
   c. The Chair will post the Agenda for all meetings on the C&I WIKI for committee members and ex-officio members to view/print.
   d. Program Review Report from the VPAA. The VPAA will schedule program reviews to be shared with the committee. The C&I Committee’s role in the program review process is to determine completeness of the program review requirements and to forward to the VPAA those reports that have met the requirements and to the departments those reports that need additional information or are otherwise incomplete.
   e. Consider new business if there is any.

Other Meetings During the Year: The procedure for other meetings is as follows:
   a. Placement of departmental or other unit proposals e.g., Registrar on the C&I WIKI: www.wnmu.edu:8080/candi - at least 3 days notice before the meeting is encouraged.
   b. Provide all original documents (Course Proposal Forms A and B, degree plan changes, memos, etc.) signed by appropriate Department Chair or School Dean, to the C&I committee chair.
   c. Agenda items will include the following:
      1) approval of the agenda
      2) consideration of the minutes from the previous meeting
      3) sub-committee reports if needed
      4) old business e.g., first reading agenda items from previous meeting; tabled or postponed items the committee votes to bring forward
      5) new business e.g., new programs, degrees, minors, course proposals placed on WIKI for first reading, other undergraduate curriculum or catalog changes

Placing Items on the Agenda: The procedure for placing items on the agenda is as follows:
   1. Course Changes: Proposals for new courses and/or changes in courses (titles, numbers, prefix, description) must be posted to the WIKI between August and March and a signed hard copy original provided to the committee chair. Proposals that are posted by the morning of the monthly meeting will be placed on the agenda for first reading. Posting at least 3 days notice before the meeting is encouraged. These proposals must be on the appropriate Forms A/B (forms are located on the Steel Drive and the C&I WIKI) and have the required departmental/school approval signatures (including Teacher Education Committee endorsement for teacher education programs) on the hard copy originals provided to the chair. Courses proposed to be added to the state General Education matrix must be approved through the WNNU process prior to submission to HED for approval. All members are responsible to review the proposals before
each meeting. Any discussions can be posted as well. These discussions will expedite the approval process. All submissions MUST contain the following:

a) Appropriate Undergraduate form(s) A/B for new or revised courses (available on the WIKI or in the Forms folder on STEEL drive)

b) Signatures of submitter and approval by department/school prior to bringing original hard copy documents to the C&I Committee Chair.

c) Notification sent to the C&I Committee Chair (email or other communication) that new/revised course(s) have been posted to the WIKI. This communication must be sent prior to the meeting so that it can be placed on the agenda – at least 3 days notice before the meeting is encouraged.

d) The original SIGNED form delivered to the C&I Committee Chair (by originator or by departmental representative)

e) Someone from the department MUST be in attendance at both meetings - to discuss new or revised courses at the first reading, and to answer any further questions at the next meeting before any action is taken.

f) The approved changes will go into effect with the next academic catalog.

2. **Program and Degree Plan Changes**: Proposals for new programs and changes to existing programs must be posted to the C&I WIKI between August and March. Provide original hard copies of all documents, signed by the appropriate Department Chair or School Dean to the C&I Committee Chair. Proposals that are posted by the morning of the monthly meeting will be placed on the agenda for first reading. Posting at least 3 days notice before the meeting is encouraged. All members are responsible to review the proposals before each meeting. Any discussion can be posted as well. These discussions will expedite the approval process. Changes to existing degree plans must be clearly described, preferably with a degree plan draft including the changes. Proposals for new programs must clearly describe the new program (need and content), must have met the required approval from external accreditation or regulatory bodies, and must meet the Board of Regents requirements as indicated in the Board of Regents Manual for New Programs, must have departmental/school approval and Teacher Education Committee endorsement for teacher education programs. All submissions MUST contain the following:

a) Documentation about the new or revised program to include the department and originator information, summary of, and the rationale for the program and/or changes.

b) Draft copy of degree plan to show all requirements: proposed changes, course list, etc. New courses and course changes must have the proper documentation listed in item 1 above.

c) Signatures of submitter and approval by department/school must be completed prior to bringing original hard copy documents to the C&I Committee Chair.

d) Notification sent to the C&I Committee Chair (email or other communication) that program/degree plan changes have been posted to the C&I WIKI. This communication must be sent prior to the meeting so that it can be placed on the agenda – at least 3 days notice before the meeting is encouraged.

e) The original SIGNED forms/documents delivered to the C&I Committee Chair (by originator or by departmental representative)

f) Someone from the department MUST be in attendance at both meetings - to discuss new or revised programs/degree plans at the first reading, and to answer any further questions at the next meeting before any action is taken.

g) The approved changes will go into effect with the next academic catalog.

3. **Other Catalog Changes**: Proposals for other changes to the undergraduate section of the WNMU catalog (memo or other format) must be posted to the C&I WIKI. Provide original hard copies of all documents, signed by the appropriate Department Chair or School Dean to the C&I Committee Chair. Proposals that are posted by the morning of the monthly meeting will be placed
on the agenda for first reading. Posting at least 3 days notice before the meeting is encouraged. All members are responsible to review the proposals before each meeting.

4. **Rules for naming and posting document to the WIKI**: Proposals related to an individual course should have a name beginning with the course discipline (prefix) and the course number (New courses must have prior approval of the Registrar for the proposed course number.). For example, a new course proposal in Business for a course numbered 201 would have a file title beginning with “BSAD 201”, such as “BSAD 201 Form A”. Proposals relating to program changes should have a file title beginning with the discipline name.

**Dissemination of Committee’s Decisions**

- a. The Chair will place Minutes from all meetings on the C&I WIKI for committee members and ex-officio members to view.
- b. The VPAA, the Registrar, and the Library should maintain copies of the Minutes for at least 10 years.
- c. The Chair of the Committee will submit a written report at each General Assembly meeting to inform the faculty of significant actions taken.
- d. The Student Representative has the responsibility to inform students of the changes and actions taken by the committee.
- e. The Special Projects/HED Data Coordinator in concert with the VPAA, the Registrar, Chair of the Committee, and Recorder of the Committee will develop a list of changes made during the year and disseminate to all faculty and staff.

**POLICIES**

**Areas of authority and action by the committee come from two sources:**

- a. **General Area of Authority**: (Source: Faculty Handbook) “This committee is responsible for developing policies governing the operation of the undergraduate curriculum and its instructional program.”
- b. **Special Area of Authority**: (Source: Board of Regents Manual regarding Program Evaluation, p. 100) “The program review process is divided into four stages: (1) the self-study by the department/discipline; (2) an internal university evaluation by the Graduate Council and/or the Curriculum and Instruction Committee, (3) an internal review by the Vice President for Academic Affairs; and (4) review by the Board of Regents.”

In accordance with both the general area of authority and the special area of authority, the Curriculum and Instruction Committee will perform the following:

- a. Review and approve, decline or request modifications in proposed course changes.
- b. Review and approve, decline or request modifications in proposed program changes. Program changes are defined as:
  1. new majors and minors
  2. changes in majors or minors
  3. changes in curricula already approved at the department level
  4. changes in course titles, numbers, prefixes and descriptions
  5. new degree programs
  6. deletion of courses and degree programs
- c. Review course revisions and changes submitted as information items to substantiate that such revisions are only editorial and do not substantively change the course or course content.
- d. Review and make recommendations to the VPAA concerning general education requirements.
- e. Review and make recommendations to the VPAA concerning aspects of the University Catalog that impact areas of curriculum and instruction.
- f. Review and comment on current programs presented by the VPAA as part of the annual program review process.