**College-Wide Curriculum Committee Procedures for Proposing and Approving Changes to Curriculum**

All academic centers must follow the same general procedure for the submission of curriculum changes, including uniformity in the way proposals are initiated, votes are counted and on the time available for comment and voting.

1. Proposals must be initiated by a member of the Academic Center in which the course or program is housed.
	1. Initiators must hold academic rank;
	2. Proposals should be initiated by a faculty member who teaches in that course or program. In those situations where no full-time faculty member is currently teaching in the program, proposals should be initiated by a faculty member who teaches a course or program closely related to the proposal.
	3. In the case of program deactivation or deletions, the proposal should be intiated at the Dean or Assistant Dean level.
	4. In the case of new programs, especially where no full-time faculty exist yet, the proposal should be intiated at the Dean or Assistant Dean level.
2. All proposals must be submitted to the Dean of the Academic Center that houses the course or program.
3. Comment Period:
	1. All center members with academic rank must have an opportunity to comment on the proposal;
	2. Proposals must be available for comment for a minimum of five business days;
	3. During this period, the center Dean and initiator must be available for face-to-face discussions regarding the proposal. Times and location of availability should be communicated to faculty at the start of the comment period;
	4. All comments must be made part of the center’s record of consideration and must be provided to the College-Wide Curriculum Committee (CWCC).
4. Voting:
	1. Following the comment period, there must be a voting period of not less than five business days. The period may be shortened if 100% of the center’s member with academic rank have voted;
	2. The voting process must provide equal access to all center members holding academic rank;
	3. For a center vote to be valid, at least 60% of center members with academic rank must vote on the proposal;
	4. Non votes are not counted;
	5. Abstentions are counted as having voted, but shall not count as either yes or no votes;
	6. For a proposal to be forwarded to the CWCC, it must receive a yes vote from a majority of center members whose votes are counted;
	7. The center Dean is responsible for maintaining a complete record of comments and votes and for relaying that information to the CWCC.
5. College-Wide Curriculum Committee Action:
	1. When the comment period and voting have been completed, and provided that all submission requirements have been met, the CWCC shall act on the proposal;
	2. The proposal initiator and center Dean shall be informed at each major step in the process;
	3. In the event that a proposal is disapproved, the center Dean shall receive written communication articulating the reasons for the rejection;
	4. The initiator or academic center may submit a revised proposal. The revision may require a new comment and voting period, depending upon the extent of the revision;
	5. Notice of proposal approval shall be provided to the initiator, center Dean and Vice President for Learning and Academic Affairs.
6. At the end of the Fall and Spring semesters, the Vice President for Learning and Academic Affairs shall communicate to the college community a list of courses and programs have been deleted or approved and the effective dates of these changes.