



Eastern Kentucky University

Policy and Regulation Library

University Policy: 1.5.4POL

Responsible Office(s): Academic Affairs

Effective: May 15, 2024

Next Review Date: Spring 2029

University Policy: 1.5.4POL Academic Curriculum

Statement

The Council on Academic Affairs (CAA) is the policy-making body for the academic programs of Eastern Kentucky University (EKU). It is composed of the Associate Provost for Academic Affairs (Council Chair), Associate Deans of the Academic Colleges, a Libraries representative, a Chairs Council representative, the University Registrar, a Faculty Senate representative, a Graduate School representative, the Executive Director of Institutional Effectiveness and Research, an Honors Program representative, and a Student Government Association Representative. In addition, relevant and appropriate leaders in Student Success, Engagement, and Opportunity and EKU Online may serve as Council members in non-voting roles. The Council processes, reviews, and votes on the approval or disapproval of curriculum items including but not limited to new courses, course revisions, course deactivations, new programs, program revisions, program suspensions, catalog policy, and catalogs of record. Further, CAA shall adopt policies or procedures consistent with the implementation of this Policy.

Nothing in this Policy supersedes the legal authority possessed by the Council for Postsecondary Education, including but not limited to the authority granted in KRS 164.020 to “eliminate, in its discretion, existing programs or make any changes in existing academic programs at the state's postsecondary educational institutions.”

Further, nothing in this Policy supersedes the legal authority the Board of Regents is granted. Namely, KRS 164.350 enumerates the general powers and duties of the Board of Regents and, among other provisions, permits the Board to “determine the number of divisions, departments, bureaus, offices, and agencies needed for the successful conduct of the affairs of the university or college.”

Entities Affected

- Colleges

- Departments
- Council on Academic Affairs

Procedures

I. Proposed Changes to Curriculum

- A. Proposed changes to curriculum are typically initiated at the department or equivalent level. Associate Deans are responsible for determining percentages of new and revised content throughout the approval process, as well as guiding departments in choosing the appropriate curriculum change process.
- B. Curriculum changes shall include appropriate supporting documentation for each reviewing unit in the process to make informed and substantive recommendations or approvals. Curriculum change proposals should describe, where applicable, the impact on academic programs, EKU students, faculty workload, staffing, market review, facilities and equipment, and budgetary impacts, as well as an evaluation of whether programs are preparing students for gainful employment in a recognized occupation in accordance with federal guidelines. Course-level curriculum changes typically include before and after syllabi. Program-level revisions and new programs typically include curriculum maps (in a format appropriate for the discipline) and four-year curriculum guides.
- C. Academic curriculum changes may be as simple as an editorial revised course to as complicated as the opening or closing of academic programs. Academic curriculum changes include the following:
 - a. **New Course:** A new course includes 100% new content.
 - b. **Substantial Revised Course:** A course change that includes 50-99% revised content as measured via student learning outcomes, description, and/or title.
 - c. **Routine Revised Course:** A course change that includes 25-49% revised content as measured via student learning outcomes, description, and/or title.
 - d. **Editorial Revised Course:** A course change that includes 0-24% revised content as measured via student learning outcomes, description, and/or title.
 - e. **Removing a Course from a Program of Study:** Proposal to remove or drop a course from a program of study.
 - f. **New Program:** A proposal for a new program proposal with 25-100% new content and a request for a new Classification of Instructional Program (CIP) code.

- g. **Revised Program (50% or greater change):** A proposal to revise 50-99% of program content as measured via program-level learning objectives, description, and/or title. Examples include: revisions to a program core, addition or deletion of a minor or concentration, changing a CIP code, combining or separating existing programs, changing program delivery modality.
- h. **Revised Program (49% or below change):** A proposal to revise 1-49% of program content as measured via program-level learning objectives, description, and/or title. Examples include: deleting dropped courses, updating course numbers and related credit hours, revising supporting courses.
- i. **Change of Modality:** A proposal to add a distance education modality to an existing academic program.
- j. **Program Closure:** A proposal to close a program by no longer admitting students to the academic program.

II. The Curriculum Change Process

- A. Internal to EKU, proposals may be approved, disapproved, or referred to previous level for clarification or further review. Approvals and disapprovals shall also include any appropriate supporting documentation.
- B. Final University approval of program creation and closure resides with the EKU Board of Regents.
- C. Changes to curriculum typically progress through the following units in this specific order, either for approval or notification, depending on the type of change, which is further defined in the procedures maintained by the CAA:
 - 1. Department (or equivalent) Curriculum Committee
 - 2. College Curriculum Committee
 - 3. As relevant,
 - a. General Education Committee
 - b. Teacher Education Committee
 - c. Graduate Education Council
 - 4. Council on Academic Affairs
- D. Following CAA meetings, the agenda, minutes, and corresponding documents will be shared with the following entities for recommendations as appropriate.
 - 5. Faculty Senate
 - 6. Provost
 - 7. President
- E. Certain curriculum changes must be approved by the Board, approved by CPE, and/or reported to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 8. EKU Board of Regents
 - 9. Kentucky Council for Postsecondary Education

10. SACSCOC

- F. Though this list addresses most every unit involved in a curriculum change, it is not exhaustive and alternative units may approve or be notified of a change in certain circumstances. Additionally, certain changes require approval or notification to only a few of the units listed above. **A description of current curriculum change processes are maintained by the ECU CAA.** More involved curriculum changes (such as a New Program or Program Closure) shall require consultation with the Office of the Provost and/or Office of the College Dean.
- G. Curriculum changes at the University can and may sometimes be initiated by entities other than the department, including but not limited to, the Council for Postsecondary Education or through Academic Program Review. In those instances, the Provost shall communicate the initiation of said changes to the college and department and shall provide supporting documentation. Any such action shall progress through the units listed in Sections II (C) through (E), with the opportunity for each unit to provide substantive and meaningful recommendations. However, the action shall continue until it reaches the final level of approval. While most curriculum change approvals are handled by CAA, final authority regarding program closure and creation within the University rests with the Board of Regents.

Definitions

- **Academic Programs:** Also referred to as educational programs, an academic program is a coherent course of study leading to a for-credit credential including a degree, diploma, certificate, or other generally recognized credential

Policy Adoption Review and Approval

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
May 15, 2024	Board of Regents	Approved
November 21, 2022	President	Approved