**Curriculum Committee Agenda Item Request**

**Process Document**

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| **Name of Process:** | Curriculum Committee Agenda Item Request Process |
| **Process Owner:** | Curriculum Committee |
| **Created By:** | Dru Urbassik | **Last Updated By:** | Dru Urbassik |
| **Date Created:** | 10/04/2017 | **Last Revision Date:** | 10/05/2017 |
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| **Process Purpose:** | The purpose of the Curriculum Committee Agenda Request process is to formally outline the steps that are needed to add an item to the Curriculum Committee agenda. |
| **Process Input:** | The process input for the Curriculum Committee Agenda Request process is the department’s determination that a program amendment, program inactivation, program reinstatement, course inactivation, or course reactivation is needed and ready for the Curriculum Committee to review. Once this need is identified, the Curriculum Committee Agenda Request process will be initiated. |
| **Process Boundaries:** | The process boundaries for the Curriculum Committee Agenda Request process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department’s decision that a program amendment, program inactivation, program reinstatement, course inactivation, or course reactivation is needed and ready for Curriculum Committee review. The process’s ending boundary is defined by the addition of the item to the Curriculum Committee agenda.  |
| **Process Flow:** | 1. The Curriculum Office emails Curriculum Committee members, Department Chairs and Directors on the Monday of the week prior to the Curriculum Committee meeting with a “Call for Agenda Items” request.
2. If an agenda item is needed, the Curriculum Committee member, Department Chair, Director or agenda item presenter replies to the “Call for Agenda Items” email with the required information by the due date – Thursday of the week prior to the Curriculum Committee meeting. Required items include the presentation topic, the name of the presenter, the department, the type of action needed, and supporting documents in the form of an attachment.
3. The Curriculum Office adds the item to the Curriculum Committee Agenda and uploads the Agenda to the Curriculum Committee website by Friday of the week prior to the meeting.
4. The Curriculum Office notifies the requestor by Friday of the week prior to the meeting that the item has been added to the agenda. The notification includes the meeting date that the presenter will be in attendance to present their item to the Committee.
5. The Curriculum Office meets with the Curriculum Committee Chair the Wednesday prior to the meeting to review the Agenda items.
6. The presenter of the agenda Item will present the item to the Committee at the Curriculum Committee meeting.
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| **Process Output:** | The output for this process is the addition of a program amendment, program inactivation, program reinstatement, course inactivation or course reactivation to the Curriculum Committee agenda. |
| **Exceptions to Normal Process Flow:** | 1. Curriculum Committee ran out of time before Agenda Item could be addressed. In these situations the agenda item will be tabled to the next meeting upon agreement with the presenter.
2. Agenda item requests that are incomplete will not go to Curriculum Committee until a complete request is received by the Curriculum Office. Incomplete requests include missing information on the agenda request email response, the lack of Dean signatures on documents, or incomplete documents.
3. Agenda items that go to Curriculum Committee but do not have representation may be denied if questions and concerns cannot be addressed and answered. This may result in denial or delay of approval.
4. Items can be submitted to the Curriculum Office prior to the “Call for Agenda Items” email being sent out. These requests must include the presentation topic, the name of the presenter, the department, the type of action needed, and supporting documents in the form of an attachment.
5. Items reviewed at the Wednesday Curriculum Office/Chair meeting that are denied. Curriculum Office will notify requestor of denial and reasoning for denial.
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| **Time Constraints and Processing:** | 1. Curriculum Committee does not meet during summer term, unless otherwise specified. New Agenda Item requests submitted during the summer term will be addressed when Curriculum Committee reconvenes in fall term, no later than the second meeting of the new academic year.
2. “Call for Agenda Items” email is sent by Curriculum Office the Monday of the week prior to the Curriculum Committee Meeting where the item will be presented.
3. Agenda Item requests are due the Thursday of the week prior to the Curriculum Committee Meeting.
4. The Curriculum Office posts the Agenda to the Curriculum Committee website the Friday of the week prior to the Curriculum Committee Meeting.
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