

October 27, 2009

RE: College of Education, Graduate Programs Curriculum Approval Processes

Dear Colleagues;

As the Graduate College revises and redesigns policies and processes, the faculty within our college will no doubt be asked to revise our curriculum and programs. Our intent with this letter is to outline the new course and curriculum change process used by the COE and FAU. By outlining the process for approval, we hope to lessen the anxiety and ambiguity sometimes found in the process. It is important to note that THE LAST DATE FOR SUBMITTING A COURSE PROPOSAL OR CHANGE DURING THE 2009-2010 ACADEMIC YEAR IS JANUARY 28, 2010 (two weeks prior to the February 11, 2010 COE GPC meeting).

COE and FAU Graduate Curriculum Process

The processes to change a current course or to add a new course are very similar; only the forms differ. Both the introduction of new courses and changes to existing courses begins at the department level and are usually facilitated by a designated faculty member. Departments send forward new courses or proposed changes with a syllabus, Graduate Programs New Course or Change Form, and written statements from department chairs within the COE. Current Graduate New Course and Change Forms can be found at: <http://www.fau.edu/graduate/gpc/> (see Forms section near bottom of page).

Below are some key steps in the process:

- If proposing a new course, obtain a course number reflecting a graduate level course from Elissa Rudolph (erudolph@fau.edu). She will need at least the first page of the syllabus to identify which number to use.
- Develop a syllabus for the course under review. The Graduate College has a suggested syllabus template located at: <http://www.fau.edu/graduate/gpc/> (see New Course Proposal Form and Syllabus Guidelines). The College of Education has a more detailed syllabus template located at: <http://www.coe.fau.edu/faculty/committees/CGPC/facultymaterials.htm> (see Master Syllabus).
- Complete the University Graduate Programs New Course or Change Form. Be sure the form is completed in its entirety and the information on the form matches information in syllabus.
- Elicit comments from all departments in the College of Education on the proposed course change or addition. The chair of the department requests (via email) that other chairs indicate if the change or additional course interferes with courses already in place in their own department.
- The faculty member designated as the contact for the course (or department chair) should send electronic copies of the syllabus, New Course or Change Form, and

written comments from departments to Kristy Demeo in the Dean's office (kdemeo@fau.edu) at least two weeks prior to the next scheduled COE Graduate Programs Committee meeting. Kristy will place a hard copy of these materials in the Graduate Programs box in the Dean's office AND forward an electronic copy to COE Graduate Programs Curriculum Sub-Committee Chair (Linda Webb).

- COE Graduate Programs Curriculum Sub-Committee Chair (Linda Webb) sends materials to sub-committee members to consider how proposals will affect College programs in general and how the proposed courses or changes will improve the College Graduate offerings. Recommendations are discussed at the next scheduled COE GPC Curriculum Sub-Committee meeting. It is recommended that the faculty member or department chair proposing the course be available for questions at this meeting, if possible.
- College Graduate Programs Curriculum Sub-Committee members share their recommendations (approve, refer back to department for more information, or disapprove) with the full College Graduate Programs Committee for their consideration. The COE Graduate Programs Committee will consider the recommendation of the Curriculum Sub-Committee and take action (approve, refer back to the department or disapprove).
- If approved by the College Graduate Programs Committee, the COE Curriculum Sub-Committee Chair (Linda Webb) signs the course form and sends it to the Dean (or designee) for approval and signature. If the Department Chair has not already signed the forms, this requirement must be met before the proposal can be forwarded to the University Graduate Programs Committee for consideration.
- The Curriculum Sub-Committee Chair, (Linda Webb) sends approved materials to the University Graduate Programs Committee (sfulks@fau.edu) for inclusion on the agenda for review and approval. The forms are sent electronically at least 1 week before the University Graduate Programs Committee's next scheduled meeting. Approved materials are also sent to the Dean's office and hard copies are taken to the meeting by the COE Graduate Programs Representative (Deborah L. Floyd).
- Once accepted for the agenda, The University Graduate Programs Committee posts materials on line and UGPC members review proposals in advance and during the meeting. It is strongly recommended that a representative from the department presenting a course for approval be available to attend the University Graduate Programs Committee meeting and coordinate such with Deborah L. Floyd, COE GPC Chair and UGPC Representative.
- If approved by the University GPC, the hard copy is signed by the GPC Chair and sent to the Graduate College for signature by the Graduate Dean. If not approved, the COE Graduate Programs representative, Deborah L. Floyd, will communicate issues to the department submitting the course.
- The University Graduate Programs Committee posts meeting minutes on their website (<http://www.fau.edu/graduate/gpc/>), including curriculum approvals, within the month following committee action. Prior to the minutes being posted, feedback

regarding curriculum decisions can be obtained from Susan Fulks (sfulks@fau.edu), Assistant Director of Admissions in the Graduate College.

- Once proposals have passed the University GPC, they go to the University Faculty Senate (UFS) Steering Committee for their review. If agreed to be placed on the agenda, the course goes to the University Graduate Senate for approval. It is recommended that the department and faculty presenting a course ensure that the Steering Committee and appropriate Faculty Senators are appropriately empowered with information to support the course.
- Upon approval by the University Faculty Senate, the materials are sent to the registrar's Office to complete the process by sending the course proposal to the staff of the Statewide Course Numbering System (SCNS) for its review. Notification of the SCNS listing is sent directly to the department. The SCNS website shows when a new course has been added to FAU's listing (<http://scns.fldoe.org>).

At all stages in the process, it is important that the College of Education Dean's Office be informed and has the most current records on file.

The Graduate Programs Curriculum Sub-Committee hopes that having this information will help make the process more predictable. Please feel free to contact any of the departmental representatives, the Curriculum Sub-Committee Chair, or COE GPC Chair and COE University GPC Representative for assistance navigating the process.

With best regards,

Academic Year 2009-2010 Grad Programs Curriculum Sub-Committee Members:

Linda Webb	(COE Curriculum Sub-Committee Chair – Counselor Education)
Hanizah Zainuddin	(Curriculum, Culture, and Educational Inquiry)
Ali Danesh	(Communication Sciences and Disorders)
Susanne Lapp	(Teaching and Learning)
Mary Lou Duffy	(Exceptional Student Education)
Michael Whitehurst	(Exercise Science and Health Promotion)
Deborah L. Floyd	(COE Graduate Programs Chair and University GPC Representative- Educational Leadership)