



Missouri StateTM
U N I V E R S I T Y

College of Arts and Letters

Submitting Proposals for Curricular
Additions and Changes

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The Curricular Proposal

One of the first steps to adding or changing a course or program in the curriculum is creating a proposal. The steps to create a proposal are outlined below:

Writing the Proposal

1. Choose the correct proposal form from the Faculty Senate's website here: <http://www.missouristate.edu/FacultySenate/160753.htm>. The options are:
 - New course
 - Course change
 - Course deletion
 - New program
 - Program change
 - Program deletion
 - New interdisciplinary program
2. Click on the proposal form you want to create, log in to the system, and fill in the form electronically
 - Once you start the form, it will be recorded in your name/queue, so you will be the only one that can work on it or make changes to it
 - You will be able to save as a draft and work on it later if you need more time or information to complete the form
3. Once you are sure you have all the parts of the form filled in correctly, you can then submit it for review, which moves it to the next person in the queue

Tips for Creating the Proposal

- Make sure the proposal is thoroughly proofread before submitting it
- Cut and paste your current catalog description from the online catalog
 - Undergraduate: <http://www.missouristate.edu/registrar/catalog/>
- Graduate: <http://graduate.missouristate.edu/catalog/>
- Catalog description edits should be very clear

The Proposal Process

Once you have produced the proposal, the proposal needs to go through different sets of approvals to be accepted into the curriculum. The process is outlined below:

Your Department Process

1. Your department's curriculum committee makes the decision to do a proposal
2. Anyone in your department is allowed to create the electronic proposal
3. It is recommended that you print a copy of the proposal before you submit it so that you can have someone proofread it
4. After you submit the proposal, it moves to the department head for approval
5. If the proposal is for an undergraduate course, it will move to the chair of College Council and become part of the agenda for the next meeting
6. If the proposal is for a graduate course, it will move to the Graduate College

The College Council Process

1. The COAL Executive Assistant compiles the proposals that are in the College Council review queue
2. The COAL Executive Assistant creates an agenda for the meeting, including instructions on how to access the proposals, and sends out a week before the meeting takes place
3. The meeting happens, and the council decides if proposals are approved, approved with minor edits, rejected, or tabled for the next meeting
4. The COAL Executive Assistant sends the minutes of the meeting a few days after the meeting takes place
5. The proposals then moves to the dean for review and approval
6. Proposals are then moved on to Faculty Senate (or they are moved to the next committee to approve it)
7. If the proposal is moved to a committee, check the committee's next agenda and minutes for any revisions and approval the status. The websites follow:
 - PEC minutes: <http://education.missouristate.edu/peu/67253.htm>
 - Grad Council Minutes: <http://graduate.missouristate.edu/facultystaff/Council.htm>
 - CGEIP Minutes: <http://www.missouristate.edu/FacultySenate/56738.htm>

The Faculty Senate Process

1. The Proposal is verified by the Secretary of Faculty Senate
2. The challenge memo is sent out for the 20-day inter- and intra-college challenge period to deans and heads
 - This contains a complete listing of each item
3. Deans and department heads must provide this information to their faculty
4. The Faculty Senate Office enters all the information from each proposal, including signature information, into the current academic year's curricular tracking log
5. After the challenge period is over, the proposals move to the Office of the Provost

The Office of the Provost and Beyond Process

1. The Provost has 10 days to recommend curricular items to the President
2. The President has 20 days to approve curricular items
3. After final approval, the curricular items appear on "The Report on Disposition by President of Curricular Material"
 - A copy of these can be found on the Registrar's website here: <http://www.missouristate.edu/registrar/curricular.htm>

Substantive and Non-Substantive

The following diagram was created by the Senate to differentiate between substantive and non-substantive changes:

Senate Action 11-93/94 Adopted by Senate December 9, 1993

**DEFINITIONS OF SUBSTANTIVE AND NON-SUBSTANTIVE
CHANGES
FOR CURRICULAR PROPOSALS**

NATURE OF CHANGE	DEFINITION OF CHANGE
Course title	Substantive if for change in course content; non-substantive if for clarity
Prerequisite	Substantive if change has any effect on another program/department
Periodicity	Substantive if change has any effect on another program/department
Variable content course during regular semester	Non-substantive

All new intersession courses (including all new topics taught under variable content courses) offered for college credit; special workshops, seminars, and other credit-giving sessions which fall outside the regular semester.	Substantive
Program change	Substantive; non-substantive if minor editorial changes
New program	Substantive
Program deletion	Substantive
Change in General Education Requirements	Substantive
Course number	Non-substantive unless 000-level is changed

Routing Guide for Curricular Proposals

The following tables outline the different routes a proposal could take:

Undergraduate Course Additions and Changes

New Course 1-599	<ul style="list-style-type: none"> • College Council first, then to PEC if it affects teacher education or to CGEIP if general education course, special academic program, or multi-college • New general education courses must be approved by Senate
Course Change Substantive 1-599	<ul style="list-style-type: none"> • College Council first, then to PEC if affects teacher education, or to CGEIP if general education course, special academic program, or multi-college • PEC and CGEIP will move it to Faculty Senate • If PEC and/or CGEIP not applicable, College Council will move it to Faculty Senate
Course Change Non-Substantive 1-599	<ul style="list-style-type: none"> • Goes straight to Faculty Senate • See previous page for “Definitions of Substantive and Non-Substantive Changes for Curricular Proposals” table

Graduate Course Additions and Changes

New Course 600-899	<ul style="list-style-type: none"> • If it affects teacher education, it moves to PEC first. • PEC will move it to Graduate Council after approval • If doesn't affect teacher education, it moves directly to Graduate Council
Course Change Substantive 600-899	<ul style="list-style-type: none"> • If affects teacher education, it moves to PEC • After approval, PEC will move it to Graduate Council; Graduate Council moves it to Faculty Senate after approval
Course Change Non-Substantive 600-899	<ul style="list-style-type: none"> • Send to Graduate Screening Committee; Graduate Council moves it to Faculty Senate

Undergraduate and Graduate Program Additions and Changes

<p>New Program Undergraduate and Graduate</p>	<ul style="list-style-type: none"> • New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the MSU curricular process • CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate • New programs, minors, options, and certificates must be approved in a Faculty Senate meeting after challenge and appeals period and after consideration by Budget & Priorities Cte • Same distribution as substantive program changes.
<p>Program Change Substantive Undergraduate</p>	<ul style="list-style-type: none"> • College Council first, then to PEC and/or CGEIP if applicable; if not, it moves to Faculty Senate
<p>Program Change Substantive Graduate</p>	<ul style="list-style-type: none"> • If it affects MEd or Educational Specialists programs, it moves to PEC first • PEC will move it to Graduate Council after approval
<p>Program Change Non-Substantive Undergraduate</p>	<ul style="list-style-type: none"> • In rare circumstances, use the Program Change form to correct previous paperwork containing minor error only (or upon direction of Registrar) to complete necessary paperwork • Moves directly to Faculty Senate
<p>Program Change Non-Substantive Graduate</p>	<ul style="list-style-type: none"> • Contact Graduate Office
<p>Program Deletion</p>	<ul style="list-style-type: none"> • Use Program Change or Deletion form • Same distribution as substantive program change • Must be approved in Faculty Senate meeting after challenge and appeals period has lapsed

The College Council

This section is adapted from the Constitution and Bylaws of the Faculty, which is available on Faculty Senate's website here:

<http://www.missouristate.edu/FacultySenate/56724.htm>.

The college council is a crucial part of the Faculty Senate structure, and each discipline-based undergraduate college faculty within Missouri State University needs a college council. The primary purpose of each college council is to act upon curricular matters that are referred to it by an academic department within the college. The college council can approve a departmental proposal, reject and return a proposal to the originating academic department, or amend and approve the proposal.

Membership

Each college council will consist of:

- One member from each academic department of the college
- One student representative (must be majoring in a discipline in that college; ex officio*)
- The academic dean of the college (ex officio*)

Each college council member will serve for a 2-year term. Department heads are not eligible for election unless the department head is the only member of an academic department.

Election

On the same date as the election of departmental representatives for The Faculty Senate, the ranked faculty in each academic department will elect a college council representative (from the ranked faculty in that academic department). The election process follows:

1. The department head will prepare a ballot of all eligible faculty members and conduct the election
2. Faculty members will vote by secret ballot for one member of the academic department
3. The academic department head will notify the academic dean of the college and the Secretary of the Faculty of the outcome

Reelection

A member can be reelected for one immediately succeeding 2-year term. After 2 terms, the member will not be eligible for reelection until the lapse of at least one year. In addition, a council member who serves during a leave or vacated term will be considered as having served an elected term.

Vacancy

If a college council member is elected to Faculty Senate, the position will elect a new member from the same academic department to serve for a 1-year term. If a permanent vacancy occurs for another reason, a new member will be elected using the process

* Ex officio means the member will not have voting privileges

listed above. Newly elected council members will take office at the first session following elections.

Student Members

**This is in the Faculty Senate bylaws, but in practice we haven't had a student member, and most colleges don't have a student member.

An undergraduate student (elected by faculty) and a graduate student (elected by the graduate student council) will be elected to be on each college council for a 1-year term.

The faculty in each academic department should elect two undergraduate students who have at least 75 credit hours and are in good academic standing. The process for electing the undergraduate student members follows:

1. The academic department head will prepare a ballot of all eligible students within each academic department and conduct the election
2. Faculty members will vote by secret ballot for up to two students
3. The department head will contact the elected students
4. If a student refuses, then the student who received the next highest number of votes will be contacted
5. This process will continue until two students accept the nomination
6. The department head will notify the academic dean of the college and the chair of the college council of the outcome

At the first college council meeting of each year's college council, the council will select the student to be on the council. The process follows:

1. The outgoing chair of each college council will prepare a ballot of all nominees
2. Each voting council member will vote for one student representative by secret ballot
3. The new chair of the college council will notify the student
4. If the student refuses, then the student who received the next highest number of votes will be contacted
5. This process will continue until one student accepts the nomination
6. The college council chair will notify the Secretary of the Faculty and the chair of SGA of the outcome

The Council Chair

The council chair presides at all sessions of the council and supervises the functions of the council. At the first meeting of the academic year, the chair will provide a copy of the council's current rules to each council member. At the end of an academic year, but before the end of the spring semester, the council chair will provide a copy of the current rules to the Secretary of the Faculty. In addition, the chair will organize meetings and determine the time, date, and place for all meetings. The chair will forward a request for publication of meeting information to the Faculty Senate, which will be published to the Faculty Senate website here:

<http://www.missouristate.edu/FacultySenate/56727.htm>.

Agendas, Proposals, and Minutes

The chair will direct the distribution of the agenda (with all proposals up for discussion) to all department heads, all academic deans, and the Faculty Senate of the university at least 5 days before each council session. If a proposal is not included in the agenda, it may be discussed with an approving vote of two-thirds of the entire council. Within one week of the meeting, the chair must submit the minutes to the Faculty Senate office. The minutes will be available to all interested parties.

Election

Within the first 7 school days after the election of the College Council, each college council needs to select a council chair. The academic dean will preside over this election until the council has selected a chair from the ranked faculty. The chair can be reelected for one immediately succeeding term. After 2 terms, the chair will not be eligible for reelection until the lapse of at least one year.

Sessions

- Each council must have an organizational meeting
- Each council must meet during the first or second month of the fall semester
- Each additional meeting is announced by the chair
- Any member of the council may call a vote or roll call on any matter
- Any non-member may speak with the consent of the chair, but the person will have no vote
- If a member must be absent, the person can choose a member of the academic discipline to substitute
 - The chair, prior to the session, must approve the substitute
- If a graduate student must be absent, the President of the Graduate Student Council can choose a substitute from the Graduate Student Council
 - The chair, prior to the session, must approve the substitute
- All substitutes have a vote

Challenge and Veto

Each college faculty has a right to challenge decisions made by each college council from its own college. The challenge must be made within 10 days of the distribution of the action. The challenge must be made by at least 10% of the ranked faculty from that college. The process for challenging an action follows:

- Challenges must be written and submitted to the chair of their college council, chair of the Faculty Senate, and Secretary of the Faculty
- The chair of the college council will send a copy of the challenge to each ranked member of the college
- In 3-6 school days, the chair of the council will call a session of the faculty for discussion; the dean of the college (or the designee) will preside at the session; the secretary of the dean will attend the session and record arguments
- Within 5 school days, the secretary will distribute ballots and summaries to all ranked faculty members

If the majority of the votes cast by ranked faculty approve the challenge, the action by the college council will be vetoed.

Appeal and Veto

All ranked university faculty have the right to appeal actions of a council. Appeals to the college council must be made no sooner than the expiration of the challenge period (10 school days) and no later than 10 school days following the challenge period. For more information on filing an appeal to Faculty Senate, consult the Constitution and Bylaws of The Faculty (Article I, Section 7: A, B, C, and D).

An appeal must be made through an academic department through the department head director, with a petition of no fewer than 30 members of the ranked faculty. If an appeal is made, the Executive Committee of the Faculty Senate will place an issue on the agenda for the next session. If the majority of the votes cast by senators present and voting, shall constitute a veto of the action.

Rules

This section is quoted directly from page 25 of the Constitution and Bylaws by the faculty: "The primary purpose of the PEC is to review courses and programs and to define those policies and procedures that ensure professional education programs at Missouri State University (MSU) meet state and national guidelines for preparing qualified school personnel. The PEC represents the Professional Education Unit (PEU) as a governing body that is part of the Faculty Senate. Missouri State University is organized such that professional education programs are offered in each of the six academic colleges. The PEU was established to encompass all professional education certification programs across the various colleges."

Contact Information

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