

Faculty Senate

2009-2010

Motion # 005-2009/10

**Motion Title:** Immediate Course Approval Procedures

**Motion:** When a situation occurs that requires immediate approval of a new course and/or a number for a course (699 or below), the departmental chair and the appropriate college dean, or their designees, should contact the provost and/or vice provost with the proposed course and the reasoning for expediting the approval.

When this happens, the provost/vice provost will:

1. Contact the Faculty Senate (FS) President

The FS president will contact the Chair of the Academic Affairs Committee (AAC), or designee, and meet with the provost/vice provost to review the following documentation:

a. course syllabus which would include all of the necessary components

b. need for immediate approval

c. if the course is for graduate credit, then the Graduate Dean, or designee, should be included.

2. If the provost/vice provost, FS President, and AAC representative feel the course warrants the request for expedited approval, then this can be approved on the following condition:

* + - The Department proposing such a course immediately begins the course approval process for this course and submits all the necessary paperwork to begin and obtain approval of the course prior to it being offered a second time.
    - The AAC will review the course following the course review policy/process established for all other courses.