Resolution
#9 1968-1969

TO:       PRESIDENT ALBERT W. BROWN
FROM:     THE FACULTY SENATE
RE:       I. Formal Resolution (Act of Determination)
          II. Recommendation (Urging the fitness of)
          III. Other (Notice, Request, Report, etc.)
SUBJECT:  Procedures for Submission and Approval of Academic Courses and Curricula.

Meeting on February 10, 1969
(Date)

Signed ____________________________  Date Sent 2/14/69
(For the Senate)

TO:       THE FACULTY SENATE
FROM:     PRESIDENT ALBERT W. BROWN
RE:       I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION
          a. Accepted. Effective Date...
          b. Deferred for discussion with the Faculty Senate on...
          c. Unacceptable for the reasons contained in the attached explanation
II, III. a. Received and acknowledged
          b. Comment:

DISTRIBUTION: Vice-Presidents:

Others as identified:

Distribution Date: 2/14/69

Signed: ____________________________
(President of the College)

Date Received by the Senate:_________
A PROPOSED FACULTY SENATE RESOLUTION CONCERNING THE PROCEDURES FOR
SUBMISSION AND APPROVAL OF ACADEMIC COURSES AND CURRICULA

The Faculty Senate of the State University College at Brockport recommends
the following procedures be adopted for effecting changes in the course offerings
and curricular programs of the college.

1. **Initiation of Action**: All official action pertaining to academic courses
or curricular programs shall be initiated within the various departments
of the college or among two or more departments acting in cooperation.
This shall not preclude interested parties outside a department suggesting
or requesting action on courses or programs.

2. **Procedures for Academic Courses**: Proposals concerning academic courses
shall be prepared by a person or persons within a department on forms
supplied by the Dean for Undergraduate Academic Affairs or the Dean for
Graduate Studies, and in a format acceptable to them and the appropriate
Senate committees.

   a. Essentially the same procedure, modified as required by
      individual circumstances, shall be followed whether a
      proposal concerns the addition, deletion, or modification
      of an academic course.

   b. Department chairmen shall inform their departmental faculty
      of course proposals before forwarding such proposals for
      official action. The Department chairmen shall invite
      departmental evaluation of proposals prior to their being
      forwarded. In the event of opposition to a proposal, the
      chairman shall submit with the proposal a statement outlining
      the nature of the objections and indicating the relative
      proportion of departmental faculty opposing the action.

      If the course involved is a graduate level course, only
the graduate faculty of a department need be concerned.

c. All proposals which have been approved by a department
chairman or which have the endorsement of a majority of the
faculty of the department concerned shall be forwarded for
official consideration to the Dean for Undergraduate Academic
Affairs or in the case of graduate courses or undergraduate
courses which may be elected by graduate students, to the
Dean of Graduate Studies.

d. If a proposed new course meets college academic standards and
poses no unusual problems:

(1) The Dean for Undergraduate Academic Affairs or the Dean
of Graduate Studies shall, at regular intervals, advise
appropriate Senate academic committees of proposed
courses which are ready for listing in the official
register of courses, and

(2) If there is no adverse committee opinion on proposed
courses, the Dean for Undergraduate Academic Affairs
or the Dean of Graduate Studies shall enter the courses
in the official register of courses.

(3) If there is adverse committee opinion about a proposed
course, an attempt may be made to resolve the matter by
consultation with the parties involved, or the matter
may be referred to the Faculty Senate for consideration.

e. If a proposed new course does not conform to college academic
standards or if unusual problems are likely to develop in
connection with a proposed course, the Dean for Undergraduate
Academic Affairs or the Dean of Graduate Studies shall consult
with cognizant departmental and administrative personnel in an
effort to resolve the difficulties or deficiencies.
(1) Appropriate Senate academic committees may be consulted if greater diversity of faculty opinion is indicated in such matters.

(2) In the event of an unresolved difference of opinion about course proposals, the cognizant Senate committee must be notified.

3. Procedures for Curricular Programs: Procedures for proposals leading to introduction, modification or deletion of curricular programs shall be essentially the same as those pertaining to academic courses, except as modified by the following.

a. Program proposals shall have the formal endorsement of the faculty of the originating department. Cooperative program proposals originating from more than one department shall have the formal endorsement of all departments concerned.

(1) If a program involves supporting courses from outside the originating department(s), the ability to provide such course support must be certified by the head(s) of the department(s) involved, following the approval of a majority of the faculty of the supporting departments.

(2) If a department is unable to provide supporting course(s) which are a part of a proposed curricular program, the proposal shall be forwarded with a statement outlining the reasons for inability to provide the requested course(s).

b. Program proposals shall be submitted to the Dean for Undergraduate Academic Affairs or the Dean of Graduate Studies with advisory copies sent simultaneously to the Senate Undergraduate or Graduate Academic Policies Committees as appropriate.
(1) The Senate Committees involved shall review program proposals with the Dean for Undergraduate Academic Affairs or the Dean of Graduate Studies as a routine matter of business and shall refer these proposals to the Faculty Senate with their recommendations.

(2) Program proposals meeting the approval of the cognizant Senate Committee(s), the Dean for Undergraduate Academic Affairs or Dean of Graduate Studies, and the Faculty Senate shall be submitted via the President of the College to the Central Office of State University for approval.

(3) Program proposals involving preparation of students for licensure, certification or registration shall be considered jointly by the Dean for Undergraduate Academic Affairs or the Dean of Graduate Studies, the appropriate Senate committee(s) and the Local administrative official concerned with such licensure, certification or registration. Proposals meeting the approval of the persons involved shall then be submitted for approval as above.

c. Program proposals which do not gain approval of Senate Committees and/or the Dean for Undergraduate Academic Affairs or Dean of Graduate Studies shall be returned to the originating department(s) for reconsideration or revision. Disagreements concerning such proposals shall be resolved, if possible, by consultation among the originating departments, the Dean for Undergraduate Academic Affairs or Dean of Graduate Studies and the cognizant Senate committee(s). Unresolved disagreements may be referred to the Faculty Senate for consideration and/or action.
4. Conclusion: In consideration of programs and courses, the Senate Undergraduate and Graduate Academic Policies Committees shall work cooperatively as required. At their discretion, these Committees may request the formation of such permanent or temporary sub-committees as may be necessary.