General Principles for Expedited Course Change Approval[1]

The UCC-approved resolution on expedited tracks charges the Individual Course Committee (ICC) with determining procedures for expedited course approval. This procedure requires two parts:

1. A determination of the types of changes in a course that can be approved without going through the "normal" ICC review and UCC vote, and
2. The definition of an approval and review process to be used for expedited changes.

The main body of the document describes the process, while Appendix A defines changes that
- *Can always be expedited*
- *Can never be expedited*
- *Can sometimes be expedited, depending on the nature of the change.*

Definitions

Different units across campus use somewhat different terminology for their organizational hierarchy. The following terms are used in this document:
- "Contact": this is the individual faculty member who creates the course change form in OCEAN.
- "Program": we use this term to describe the combined approval level consisting of the School/Department Curriculum Committee and the School/Department Director or Chair.
- "CCC": this term describes the combined approval of the College Curriculum Committee and the College Dean.

Process for expedited course approval[2]

- Generally expedited approval should be requested by the Contact at the time the course change form is created; the request should be documented in the course change explanation field.
- A request for use of the expedited approval process can be added at either the Program or the CCC level; in this case the Discussion section in OCEAN should be used to document the request.
- The CCC must review all requests for expedited approval and make a final determination on both the validity of using the expedited process, and the appropriateness of the changes to be made. The CCC must document its findings in the comment/discussion area in OCEAN. The CCC can forward a course change to ICC for non-expedited review even if the Contact or Program requested an expedited approval.

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[1] At this time, we conclude that New Course proposals always require full ICC/UCC review.
[2] Some of the language below refers to actions in OCEAN; these details may change is OCEAN is modified to directly implement expedited approval.

- Once the CCC has marked a course as approved under the expedited process, no further review takes place. The registrar may request changes to the proposal if its implementation would cause operational problems, using the same steps used now for course changes approved by UCC using the non-expedited procedure.
- The ICC chair, upon receiving an approved, expedited course change will immediately review the course change proposal and move it to the "UCC Review" status if it meets the criteria below. If any of the criteria are not met, the course change will be considered as part of the normal ICC agenda.
    - The request for expedited approval was documented at the Contact, Program, or CCC level.
    - The CCC has documented its review and approval of the course change under the expedited approval process.
    - The CCC has documented its review of any "sometimes eligible for expedited approval" items in the course change.
    - No changes in the proposal are classified as "never eligible for expedited approval" in this policy.
- After moving the course to "UCC Review" status, the ICC chair immediately sends a request to the UCC chair (or designate) to publish the course for Registrar publishing. The course change will be listed in an "Information Only" section of the ICC report to the next UCC meeting.
- From time to time, but no less than once per semester, the ICC will review all past expedited approvals, and
    - make adjustments to the expedited approval policy as needed,
    - change the definition of changes eligible for expedited approval as needed,
    - provide a report/review to each college regarding their use of the expedited review process, and
    - in very rare cases, prepare a motion for UCC to rescind a previously approved course change.

Appendix A

The following information about a course can <u>always</u> be changed using the expedited process:
- Number
- Short Name
- Long Name
- Repeat max hours
- Offering frequency
- Terms Offered
- Typical Course Components (this includes the indication that a course will be offered on-line)
- Text/Readings
- Key Grade Factors
- Summative Experience

The two items below can be expedited but are not expected to be changed in practice:
- Need for Course
- Additional Resources

The items below can never be changed using the expedited process:
- Prefix
- Main Type
- Credit Hour Type
- Credit Hours
- Repeat/Retake
- Related Departments
- GenEd Code
- General Education outcome goals
- GenEd Category Reason
- Expectation for Grad Students (Dual-List)
- Service Learning Component

The items below can be changed using the expedited process if the additional conditions listed are met:

Grade Eligibility Code	Can be expedited if the change is to a more restrictive code
Description	Clarifications and update in discipline-specific terminology can be expedited
Outcome Goals	Clarifications and update in discipline-specific terminology can be expedited
Requisite Text	Can be expedited only if • Requisites are being dropped • No "majors only" request is included • The course is not a general education or a service course
Requisite List	Same as the requisite text
Topics	Clarifications and update in discipline-specific terminology can be expedited, but not if the change request is a "course refresh"
Major Set-aside	Can be expedited if the course is not a general education or a service course