


University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Brigett Scott, Chair of the Policy and Procedure Committee email: Brigett.scott@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title: 1.14.2.3 Courses and Curricula Committee
Effective date:	Fall 2018
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	VPAA
Key contact person:	Dr. Sue Westbrook
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	P&P Manual Chapter 1 1.14.1.2 Chair Selection 1.14.2.3 Courses and Curricula Committee
Policy/procedure applies to (check all that apply):	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Approved by:	

REASON FOR CHANGE:

Realignment of Courses and Curricula Committee chair to parallel similar academic committees such as the General Education Assessment Committee.

This change remains within the guidelines of chair selections as stated in 1.14.1.2 Chair Selection: *The officer to whom a University Standing Committee reports shall call the first meeting of a committee for the purpose of electing a chair, except in those cases in which chairs are appointed, and setting a first agenda.*

Procedure(s):

PROPOSED CHANGE: Addition Chair of Courses and Curricula Committee to be appointed by the Provost and Vice President for Academic Affairs

FROM
1.14.2.3 Courses and Curricula Committee

Purpose: To make recommendations on policies and procedures regarding the undergraduate curriculum, academic programs; serve as a review board for proposed courses and curricula changes and make recommendations for accepted changes. Advise the Provost/Vice President for Academic Affairs on policies and standards regarding all academic programs.

Reports to: Provost and Vice President for Academic Affairs through the Faculty Senate

Membership (19):

- One faculty member from each academic college elected through the Faculty Senate Committee on Committees.
- One faculty member from each academic college appointed by Provost and Vice President for Academic Affairs from nominations submitted by the Committee on Committees
- Acquisitions Librarian (ex officio, nonvoting)
- The Director of Continuing Education (ex officio, nonvoting)
- One representative of the Deans' Council, appointed by Provost and Vice President for Academic Affairs (ex officio, nonvoting)
- One representative of Records and Registration appointed by the Provost and Vice President for Academic Affairs (ex officio, nonvoting)
- One representative of Enrollment Services appointed by the Vice President for Student Affairs and Enrollment Services (ex-officio, nonvoting)
- Two students appointed by SGA

Duties/ Procedures:

- Convened by the chair once a semester and otherwise as needed.
- Review, coordinate, and encourage cooperation within the academic units of the University.
- Call for Catalog change submissions from all departments.
- Review all undergraduate course and curricula changes prior to making recommendations for acceptance or rejection of each.
- Coordinate with University staff responsible for preparation of the Undergraduate/Graduate Catalog.
- Submit recommendations to Faculty Senate for action.

TO:

1.14.2.3 Courses and Curricula Committee

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Reports to: Provost and Vice President for Academic Affairs through the Faculty Senate

Membership (16):


- One faculty member from each academic college elected through the Faculty Senate Committee on Committees.

- One faculty member from each academic college appointed by Provost and Vice President for Academic Affairs from nominations submitted by the Committee on Committees
- Chair appointed by Provost and Vice President for Academic Affairs (ex-officio, nonvoting)
- Acquisitions Librarian (ex officio, nonvoting)
- The Director of Continuing Education (ex officio, nonvoting)
- One representative of the Deans' Council, appointed by Provost and Vice President for Academic Affairs (ex officio, nonvoting)
- One representative of Records and Registration appointed by the Provost and Vice President for Academic Affairs (ex officio, nonvoting)
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Approved: _____


President Jay Clune

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	8.23.2018 FS approved 9.5.18
Date Sent to UC	
Date Approved by President's Cabinet	
President's Approval (signature) obtained	9/7/18
Addition/Revision to P&P Manual (date, Section, made by)	Date: 9/14/18 Section: 1.14.2.3 Made by: Briget Scott
Date of Campus Notification	9/14/18

