

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 Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title:
Effective date:	11/5/14
Office of origin:	Faculty Senate
Key contact person:	Brigett Scott
Approved by:	Faculty Senate
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	P&P Manual Chapter 1 1.14.2.3
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 checked="" type="checkbox"/> Students <input type="checkbox"/> All of the above
Addition/Revision to P&P Manual (date, Section, made by)	Date: 7.2.18 Section: 1.14.2.3 Made by: <i>Brigett Scott</i>

REASON FOR CHANGE: Realignment of committee duties based on what has actually been taking place in committee meetings.

University Policy: 1.14.2.3

Procedure(s):

PROPOSED CHANGE: Addition of committee duties to Courses and Curricula Committee

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.

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

Membership (19):

Nicholls State University official policy and procedure form

Created 12/10/04; Revised 08/08/14

- One faculty member from each academic college elected through the Faculty Senate Committee on Committees.
- One faculty member from each academic college appointed by 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 Vice President for Academic Affairs (ex officio, nonvoting)
- One representative of Records and Registration appointed by the 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.

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