



TENNESSEE
STATE UNIVERSITY

The Graduate Council's
Quick Reference Guide for
Curricular Submissions and Changes

Summer, 2015

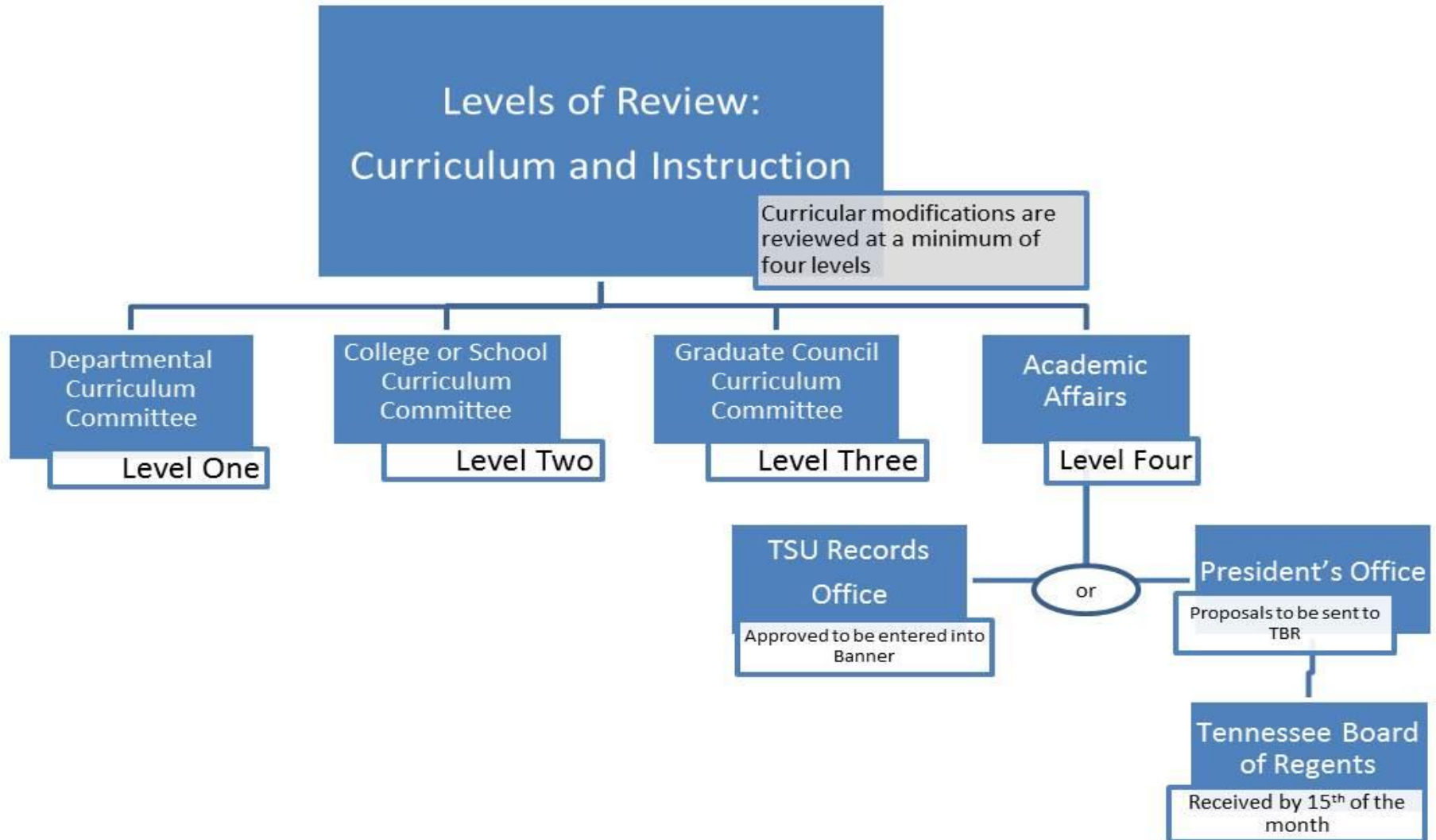
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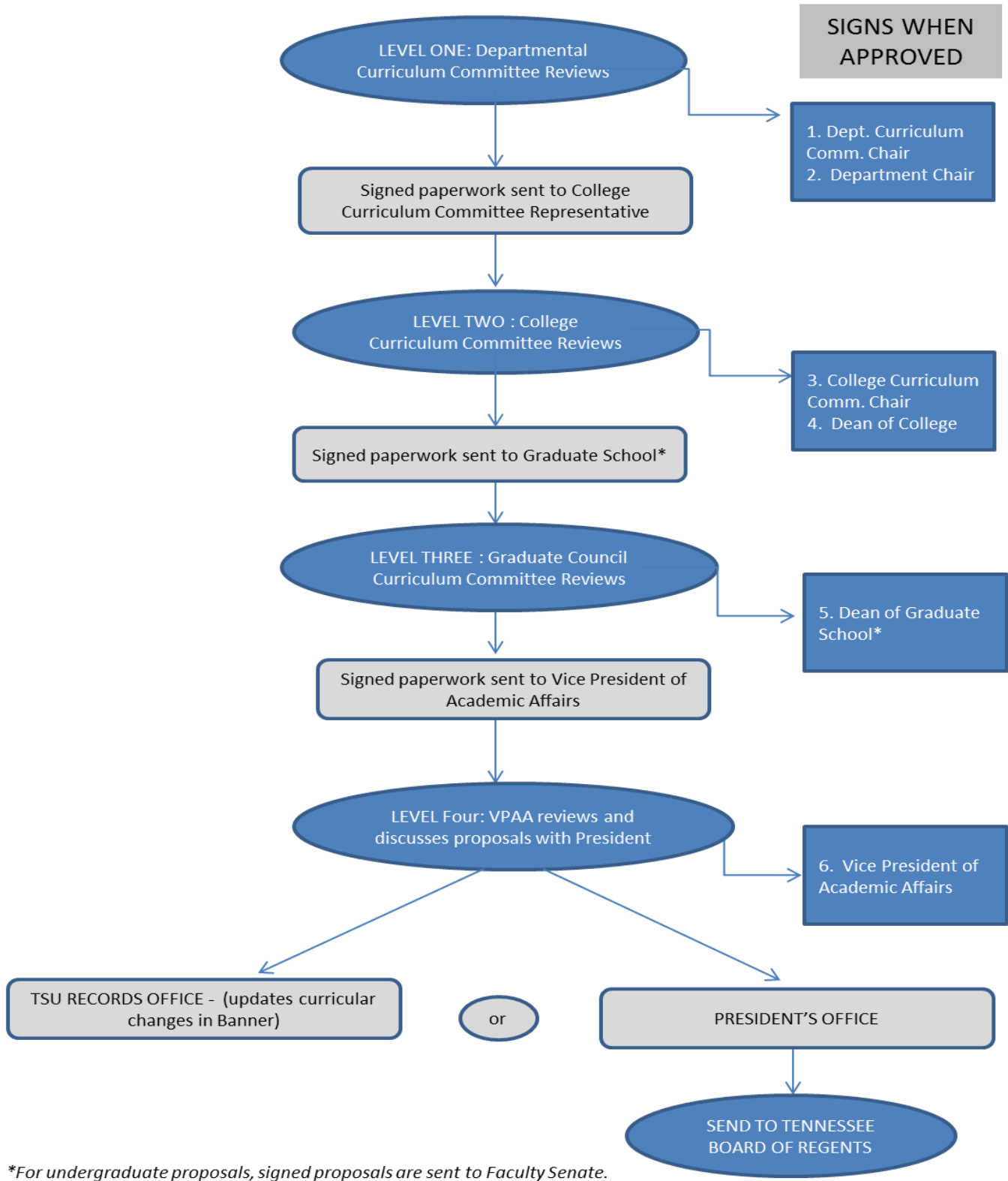
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LEVELS OF REVIEW: CURRICULUM & INSTRUCTION



PROCESS FLOWCHART FOR REVIEW OF CURRICULAR PROPOSALS AND MODIFICATIONS



A. Procedures Requiring TSU Approval Only

The following curriculum requests require only the four levels of approval within Tennessee State University (departmental, college, graduate council and academic affairs). These actions require the submission of a CARF form and supporting documents (such as syllabus, faculty vitae, documentation of online training, etc.) . Proposals for graduate programs are reviewed and approved by the Graduate Council. Proposals for undergraduate programs are reviewed by the Faculty Senate Curriculum Committee.

Program Changes Requiring Internal TSU Approvals Only

- Establish a New Course
- Discontinue a Course
- Change Number/ Title of Course
- Change Course Description or Prerequisites
- Change Course Credit Hours
- Establish Alternative Delivery System for a course
- Cross Listing of a course

All proposals requiring internal approval only will originate with academic department, follow the approval process outlined in the Levels of Review diagram with final approval of the VPAA.

Course Action Request Form (CARF-Page One)

Attachment 4

Course Action Request Form Tennessee State University Nashville, Tennessee

School/College/Institute _____ Department _____ Discipline _____

PROPOSAL TO:

- Establish a New Course
- Discontinue a Course
- Change Number/Title of a Course
- Change Course Description or Prerequisites
- Change Course Credit Hours
- Establish Alternative Delivery System/Course
- Cross Listing of a Course

Proposed Effective Date for Requested Action (Semester and Year) _____



Present Course Title: _____

Present Course No: _____

Present Credit Hours: _____

Proposed Course Title: (list SAME if no changes) _____

Proposed Course No.: (list SAME if no changes) _____

Proposed Credit Hours: (list SAME if no changes) _____

Effective Term of Action: (Semester and Year): _____

Academic Enrollment Ceiling Limit: _____

Grading Scheme: _____

Organizational Responsibility: _____

Funding Source _____

Instructional Medium/ Media

On campus Online Hybrid/Blended Interactive video instruction (ITV / VOIP)

Weekly Contact Hours _____ Weeks Duration _____

CARF Contact Person:

Email: _____

Date Submitted to _____

Faculty Senate

Graduate School

Course Action Request Form (CARF-Page Two)

Rationale for Change (Explain in detail)

Catalog Descriptions (Including prerequisites):

- **Insert Present** Catalog Description (including credit hours, prerequisites):
- Will changes be made to catalog description? *Yes _____ No _____
**If yes, the proposed catalog description must be included below.*
- **Insert Proposed** Catalog Description (including credit hours, prerequisites), *if applicable:*

Further Information Required

- **If Establishing a New course:**
 - Indicate the projected enrollment in the course, justify the course in terms of student need, and the relationship to other courses in the departmental curricula (core, major, elective, etc.) and to the total educational curricula of the university;
 - If a comparable course is offered in another unit, justify any duplication;
 - Will the course be adding hours or substituting hours in a curriculum?
 - Include Proposed Catalog Description (including credit hours, prerequisites)
- **For changes in existing courses**, indicate how the change will affect the departmental curriculum and/or the total educational curricula of the university. If establishing an alternate mode of delivery from traditional/on campus to online and/or hybrid/blended, the Certificate of Completion for eLearn training by all faculty qualified to teach the course must be attached.
- **For Dual listed (undergraduate/graduate courses)** course outline must demonstrate a substantial difference between undergraduate and graduate components, and must ensure appropriate attention to both groups. Graduate study must be at a level of complexity and specialization that extends the knowledge and intellectual maturity of the student, must require graduate students to analyze, explore, question, reconsider and synthesize old and new knowledge and skill (SACS 4.3.4)

Special Features

- List programs currently offered for which this course will be used to meet requirements.
- Provide a list of faculty members who may teach the course and their qualifications. If the mode of delivery is hybrid or online, the Certificate of Completion for the eLearn training for each must be attached.
- Discuss any special physical facilities needed to support the proposed new course, such as laboratories, teaching and research equipment, seminar room etc.

Course Action Request Form (CARF-Page Three)

- If the course is in an area in which professional certification is advisable, explain how the course will contribute to certification.
- Projected new costs associated with the course, including facilities, faculty, library, research and teaching supplies, travel expenses, technical assistance, or other related expenses.

Note: Attach a Course Syllabus including the general and specific **objectives**, clinical or experiential **components** outline of **course topics**, **activities** required of students, **evaluation** procedures. If a Course Syllabus is not attached, action on the proposal will be delayed.

Departmental and college signatures must be obtained prior to submitting CARF to the Faculty Senate or Graduate Council.

CARF Approvals

Dept. Curriculum
& Instruction Committee

_____ Chair _____ Date

Department Chair

_____ Chair _____ Date

College /School. Curriculum
& Instruction Committee

_____ Chair _____ Date

Dean

_____ Dean _____ Date

Faculty Senate
(For undergraduate courses only)

_____ Chair _____ Date

Graduate Council
(For graduate courses only)

_____ Chair _____ Date

Final Approval:

_____ Vice President for
Academic Affairs _____ Date

For official use only: Copies of final approved document go to Dean, Admissions and Records and Dean, Graduate School for information and dissemination into SIS + System.

Dean of OAR _____
Date Received in OAR/ Scheduling _____
Action Taken _____

Approved VPAA- _____
Revised 6/20/2015

The CARF form can be accessed at the Graduate School's website under Faculty Resources.

<http://www.tnstate.edu/graduate/facultyresources.aspx>

B. Procedures for Proposals Requiring TSU Approvals & TBR Notification

Certain actions require TSU approvals and subsequent notification to the Tennessee Board of Regents. All proposals will be submitted in both written and electronic formats. Proposals for graduate programs are reviewed and approved by the Graduate Council. All other proposals in this category are reviewed by the Faculty Senate Curriculum Committee.

Program Changes Requiring TSU approval and TBR Notification

- Revise Admission, Graduation or Retention Standards
- Minor Curriculum Modification in an Existing Program
- Modify Title of a program, Minor, Concentration, or Administrative Unit
- Consolidation of Existing Academic Administrative Units
- Establishing an alternative delivery system(adding an online delivery component to an existing major concentration, etc.).

Upon all TSU approvals of these actions, the VPAA will notify the TBR in writing and electronically of the approved change.

Forms for Academic Program Approval

The Tennessee Board of Regents also has designated forms to be used the universities within its system. Forms vary depending on the purpose of the curriculum proposal. All proposals sent to TBR require a Cover Page.

- Cover Page
- Request for 30 Day Review Action Form
- Name/Title Change Form

Forms requiring TBR notification and approvals can be accessed on the Tennessee Board of Regents website under Academic Program and Off-Campus Site Approvals. <https://www.tbr.edu/academics/academic-program-and-campus-site-approvals>

Cover Page Required for All Proposals Sent to TBR**



TENNESSEE BOARD OF REGENTS
Academic Proposal Form for All New Programs

COVER PAGE

This form is submitted with all proposals requiring Board approval to the TBR Vice Chancellor for Academic Affairs. The COVER PAGE may be submitted as a PDF. All other forms should be submitted as MSWord documents.

Please remember to submit only one proposal with related support documents per e-mail.

Sponsoring Institution(s):

Proposal Statement:

Degree Designation [or] Type of Certificate:

_____ in _____
Formal Degree Abbreviation Title of Proposed Program to be established or impacted

Proposed Degree [or] Certificate CIP & SOC Codes:

Concentrations: (if applicable)

Proposed CIP & SOC Codes:

Anticipated Delivery Site(s):

Proposed Implementation Date:

Cooperative/Collaborative Partners:

For more information contact: _____ / _____
Name Telephone

Institutional Approval: _____ / _____
Signature of President (required) Date

The Cover Page documents the President's support and that the proposal has been reviewed and approved through the established institutional processes. Collaborative programs require the President's signature from all participating institutions.

*** This cover page is not required for internal TSU proposals/CARFS.*

Form for Request for 30 Day Review Process (Page One)



Actions Subject to the 30 Day Review Process or Signature of the Vice Chancellor

Please refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing a proposal.

INSTRUCTIONS: Please respond to each question. If the question is not applicable, please use "NA" and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs or Vice Chancellor of Community Colleges as appropriate an MSWord document.

INSTITUTION:

PROPOSAL (specify using "Type of Change" from following page):

PROPOSED EFFECTIVE DATE:

(For terminations, date phase-out period will end: _____)

PURPOSE: (Goals and Objectives in keeping with Institutional Mission)

NEED/RATIONALE: (What is the justification for making this proposal at this time?)

IMPACT: (Include students, personnel, fiscal resources, diversity, other clientele)

For terminations/consolidations of degrees, indicate how students will be notified and transitioned. If a phase-out period is greater than 1 year for certificates or 3 years for any other program, explain why More time is needed).

PLANS FOR ACCREDITATION:

(Identify the source and projected date of Professional accreditation if applicable; SACS notification, if Required, and if a substantive change, the scope of the substantive change. If there are no plans to seek Specialized accreditation, please provide reasons.)

Forms requiring TBR notification and approvals can be accessed on the Tennessee Board of Regents website under Academic Program and Off-Campus Site Approvals. <https://www.tbr.edu/academics/academic-program-and-campus-site-approvals>

Request for 30 Day Review Process (Page Two)

Type of Change (Check all those that apply):

____ Name change for existing program

____ Change of degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body or to more accurately represent the title to the workplace. Documentation must accompany the change request.

____ Change of degree designation for an existing academic program or concentration when the change involves a significant curriculum shift in redefining the program's purpose.

____ Change/Add degree designation for existing programs

____ Consolidate an existing academic program

____ Consolidate existing academic programs regardless of degree designations for Performance Funding purposes only

____ Conversion of an existing ground program to a fully on-line program (Indicate with or without maintaining the existing ground program)

____ Curriculum modifications which increase or decrease total hours required for a degree.

____ Substantive Curriculum Modification (i.e., 9 or more SCH at the community college, 18 or more SCH undergraduate, 9 or more at graduate, or 50% or more certificate) in an existing academic program. Provide a side-by-side comparison of the existing and proposed curriculum.

The proposed program requires completion of ____ SCH distributed as follows:

Curriculum Component

SCH Required

General Education

Major Field Core (required of all students in program)

Concentration (courses specific to the concentration)

Electives (may be guided or general electives)

Other (specify, i.e.)

TOTAL SCH:

No. of new courses: ____ with ____ credit hours

No. of SCH impacted by the revision since last TBR action ____

____ Establish a certificate less than 24 SCH (Provide the curriculum, justify the demand for the requested certificate and any alignment with other existing programs or certificates)

Request for 30 Day Review Process (Page Three)

- _____ Establish a new concentration or MINOR (justify the demand and show side-by-side comparison of proposed curriculum along with the curriculum for any other concentrations or minors within the existing degree.) (Minors may be approved by the Vice Chancellor for Academic Affairs or referred to the Board.)

- _____ Establish a new academic unit (specify department, division, college, school, campus sponsored centers not seeking Center of Excellence/Emphasis status through the THEC, centers within existing academic units, institutes, bureaus, campus, etc.) (Attach a current and proposed organizational chart.) The THEC has established additional requirements which must be attached to this request which may be located at http://www.tn.gov/thec/Divisions/AcademicAffairs/academic_programs/THEC%20Administrative%20Units%20Form%20Feb%2027%202015.pdf. This action will be reviewed with Executive signature action by the THEC.)

- _____ Establish a free standing degree program from an existing concentration with a steady enrollment and graduation rate for a period of at least three years may request to be recognized as a freestanding degree if the establishment of the concentration as a degree does not compromise the remaining degree and does not require new faculty resources.

- _____ Establish a free standing degree program from an existing concentration for more accurate Representation of title to the workplace. (See TBR policy 2:01:01:00 II (m) for performance funding implications.)

- _____ Establish a new academic unit or reorganization resulting in a net gain of an academic unit (i.e., department, on-campus center, institute, bureau, division, school, or college). This action also requires approval by the THEC Executive Director.

- _____ Establish an articulation agreement between institutions

- _____ Establish an Off-Campus Site/Off Campus Center. In keeping with the THEC Policies, the THEC Off-Campus Site /Center Approval Forms must be submitted for review. No announcements may be made regarding opening new site or center until the THEC approval is granted per THEC Policy 1.0.60B

- _____ Extend an existing degree program to be delivered 100% at an off-campus location. (Extension to 100% off-campus delivery requires additional action if the location of delivery is to be converted from a "site" to a "center.")

- _____ Inactivation of an existing program or concentration (If a program is not reactivated within a period of three years, the program will automatically be terminated and removed from the Academic Inventory by December of that year.)

- _____ Reactivation of a program that was placed on inactivation within the past 3 years

Request for 30 Day Review Process (Page Four)

Date of inactivation: _____ Date of proposed reactivation: _____

_____ Termination with or without phase-out of an existing program or concentration

_____ Policy Revision: Admission/Progression/Graduation (institutional or program specific)
(Attach the current and proposed policy as a side-by-side comparison)

_____ Other _____

3. Indicate Program, Certificate and Concentration Change as Reflected in the Academic Program Inventory:

Before the Proposed Change (List as it now appears on the official Academic Program Inventory at THEC)			After the Proposed Change (List as it should appear on the official Academic Program Inventory at THEC, once approved.)		
Title of Old Program or Certificate Option (Include all existing concentrations before revision.)	Degree	CIP Code	Title of New Program Certificate, or Concentrations existing after revision is approved.	Degree	CIP Code

4.* Attach a copy of the "before and after" curriculum or organizational chart, as applicable, and a rationale for the proposed change. For policy changes, include the current and proposed policy. Whenever possible a side-by-side comparison is preferred.

5. Intended implementation date for program change: _____

6. For terminations, date phase-out period will end: _____

(If the phase-out period is greater than 1 year for certificates or 3 years for any other program, explain why more time is needed.)

7. If any new costs are anticipated, attach the THEC Financial Projections Form.

8. Describe the anticipated impact for students, personnel, fiscal resources, and other clientele.

C. Procedures for Proposals Requiring TBR Approvals

Preliminary proposals for the establishment of new programs or substantive modifications to existing programs are sent to the Office of the Vice President for Academic Affairs by the academic department through the dean of the college/school. The following actions require a preliminary proposal** prior to developing a full proposal using the TBR format required by TBR Policy. These actions require a preliminary proposal or Letter of Intent.

- Establish a New Academic Degree
- Establish a New Certificate of Credit Program:
- Establish a New Minor
- Establish a New Concentration
- Consolidate an Existing Academic Program
- Substantive Curriculum Modification:
- Termination, Inactivation, or Reactivation
- Extending an Academic Degree to an Off-Campus Site
- Reorganization resulting in a new academic unit (i.e., department, school, on campus center, institute, or college)

**The required preliminary proposal must provide the following information:

- i. A brief description of the proposed program or modification.
- ii. A brief description of the relation of the program or modification to existing programs in the department.
- iii. A brief description of the relation of the program or modification to other programs in the college/school and to other TSU programs outside the college/school.
- iv. A brief description of how the need for the program will be assessed.
- v. A brief description of how the proposed program or modification is related to the mission of the University, as well as the missions of the department and the college/school.
- vi. An indication of whether or not the proposed program or modification may constitute a substantive change as defined in the “General Substantive Change Policy for Accredited Institutions of the Commission on Colleges.”
- vii. The projected date for submission of the full proposal and targeted date of TBR approval.

- viii. The projected date for implementation of the proposed program
- ix. A brief description of the resources that will be required to establish or modify the program.
(*A statement of total estimated cost for the first year and anticipated source of funding over a five year period.*)

The preliminary proposal should be submitted in hard and electronic format to the Office of VPAA.

After discussions with the department and the dean, if the Vice President for Academic Affairs approves the preliminary proposal for establishing new **programs and certificates of credit for more than 24 hours, the academic unit will prepare a formal Letter of Intent for the VPAA's approval, the President's approval and signature for submission to the Tennessee Board of Regents.**

For all other actions listed above that do not require a Letter of Intent, the VPAA will review and discuss the preliminary proposal with the Dean. If the preliminary proposal is accepted/ approved, the VPAA will advise the dean of the college/ school to proceed with a full proposal.

Forms for Academic Program Approval

The Tennessee Board of Regents has designated forms to be used by the universities within its system. Forms vary depending on the purpose of the curriculum proposal. All proposals sent to TBR require a Cover Page.

- **Cover Page**
- **Letter of Application Form**
- **Implementation Portfolio Form**
- **THEC Financial Estimate Form:** this THEC form is required for any proposal with new costs.

Forms requiring TBR notification and approvals can be accessed on the Tennessee Board of Regents website under Academic Program and Off-Campus Site Approvals. <https://www.tbr.edu/academics/academic-program-and-campus-site-approvals>

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