Florida Institute of Technology
Undergraduate Curriculum Committee
September 12, 2014
8:00 a.m.
F.W. Olin Physical Sciences Building
Second-floor Conference Room

AGENDA

Discussion:

1. Implementation of Catalog Changes (see attached memo)
2. Procedure for Reactivating a Course or Program (Time permitting)

Our next regular meeting is Fri., Sept. 26 at 8:00 a.m. in the Physical Sciences conference room. Agenda items are due Fri., Sept. 19.
MEMORANDUM

TO: Academic Affairs Council, Undergraduate Curriculum Committee, and Graduate Council
FROM: Charlotte Young, Registrar
Monica Baloga, Vice President, Institutional Effectiveness and International Programs
SUBJECT: Curricular Change Process
DATE: August 28, 2014

To fully comply with SACSCOC standards¹ and to ensure the catalog, both in print and in Banner, reflects the most accurate information, we request that the full Undergraduate Curriculum Committee and the Graduate Council oversee all modifications to course and program offerings to include:

- Course discipline/subject
- Course number
- Title
- Credit hours
- Description
- Prerequisite
- Corequisite
- Cross-listing
- Grading system
- Repeatability
- General education designation
- Registration restriction (field of study, level, campus, etc.)
- Registration permission (consent of instructor, dept head, etc.)
- New course
- Reactivation of course
- Deactivation of course
- New program
- Deactivation of program
- Changes to program requirements

The official record of course offerings, program requirements and policies is the University Catalog. As such, and in accordance with best practices at other institutions², changes to these requirements need to be made per catalog cycle/year. Mid-year changes to course, degree and policy requirements threaten our compliance with SACSCOC Comprehensive Standard 3.4.5, and therefore should be discontinued.

Beginning with the 2016-17 University Catalog, all course restrictions and program requirements will be enforced in Banner as they appear in the catalog. Colleges will have a full year’s curricular cycle to review their catalog information for accuracy and to submit adjustments as needed. The Registrar’s Office will provide reports of all course restriction information currently in Banner and will be available to counsel departments individually on the best ways to adequately restrict their courses in Banner to meet enrollment demands.

Faculty members who wish to adopt a new course between catalog cycles are encouraged to teach it under a Special Topics placeholder course until the course proposal’s fall implementation. Interim program adjustments may be handled by moving an affected student’s catalog year to the newer curriculum in the upcoming catalog or by submitting course substitutions on the student’s behalf for the current catalog. Proposed new majors and minors (and any new courses to support them) with market-driven time constraints may be implemented outside of the fall term in exceptional circumstances only on a case-by-case basis as approved by Dr. McCay.
The *University Catalog* is accessed by thousands of constituents both on and off campus each year, so
we must make every effort to ensure the accuracy and integrity of the information contained within it.
We appreciate your assistance in this matter and welcome any questions you may have about the
transition.

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1 CR 2.7.4 “…institution demonstrates that it controls all aspects of its educational program.”

CS 3.4.1 “…each educational program for which academic credit is awarded is approved by the
faculty and the administration.”

CS 3.4.5 “…publishes academic policies that adhere to principles of good educational practice...are
disseminated to students, faculty, and other interested parties through publications that
accurately represent the programs and services of the institution.”

CS 3.4.10 “The institution places primary responsibility for the content, quality, and effectiveness of
the curriculum with its faculty.”

CS 3.5.3 “The institution publishes requirements for its undergraduate programs...these
requirements conform to commonly accepted standards and practices for degree
programs.”

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ii Institutions that implement all curricular changes once per catalog cycle/year, typically in the fall term.

**Registrar Listserv Respondents**

- Meredith College
- Allegheny College
- Bradley University*
- Finlandia University
- Marietta College*
- Union University
- Suffolk University

**Web Search Respondents**

- University of Florida
- University of South Florida
- Brigham Young University
- George Mason University
- University of Michigan
- Texas A&M University
- Duke University
- University of Tennessee
- California State University
- University of Nevada, Las Vegas

**Peer Institution Respondents**

- Cooper Union for the Advancement of Science and Art
- Massachusetts Institute of Technology
- Milwaukee School of Engineering
- Polytechnic University
- South Dakota School of Mines and Technology
- Missouri University of Science and Technology
- Rochester Institute of Technology
- University of North Carolina, Greensboro
- California Polytechnic State University
- Illinois State University
- College of Southern Idaho
- University of North Texas
- Leeward Community College, Hawaii
- University of Central Oklahoma
- University of Northern Iowa
- Broward College
- Rhode Island College

*Allow new courses to be implemented mid-year but no other changes