



**WAYNE STATE**  
College of Education

## Curriculum Governance Process

- New Course Proposals
- Changes to Existing Course Proposals
- New Program Proposals
- Changes to Existing Program Proposals

### Overview of the process

The curriculum review and approval process involves the following general steps:

1. An applicant (this can be an individual or group) proposes a new course or change to an existing course. This proposal is initially reviewed and approved by the program area faculty and the Assistant Dean of that Division following procedures in place in that Division. Approval of the Assistant Dean is indicated by his or her electronic signature on the proposal form. In the case of course proposals, approval is indicated by the Assistant Dean entering his or her Name, WSU Access ID, and date on the form.

Note: New Courses or Changes to Existing Courses must include a syllabus.

2. Next, the proposal and other supporting documents described below are submitted by the author(s) through e-mail to three people simultaneously: a) Chair of the Curriculum Committee, b) Assistant Dean of Academic Services and c) the designated support staff member responsible for curriculum.

- Steve Ilmer  
Curriculum Committee Chair  
[aa4494@wayne.edu](mailto:aa4494@wayne.edu)

- Michel Foley  
Program Specialist  
[ay3138@wayne.edu](mailto:ay3138@wayne.edu)

- Paul W. Johnson  
Assistant Dean  
[ay3138@wayne.edu](mailto:ay3138@wayne.edu)

- a) For Full Review Proposals (e.g., proposals for new courses, requesting substantial changes to content or credit hours for existing courses, new program proposals, and changes to existing programs), the proposal will be forwarded to the COE Curriculum Committee, which will invite a qualified member of the applicant group to present the proposal at the next Curriculum Committee meeting and answer questions that may arise.
- For New Course Proposals and Changes to Existing Course Proposals provide a rationale in the form of a memo.
  - For New Program Proposals and Changes to Existing Program Proposals provide an executive summary.

Upon completion of these key elements of the review process, including approval by the Curriculum Committee, Full Review Proposals are forwarded to the Executive Committee for review, and upon approval by the Executive Committee, to the College of Education Assembly for review and approval. Final college-level approval is granted by the Dean or his or her designee.

- b) For Expedited Review Proposals (e.g., changes to existing courses updating the course description or title to reflect the use of more contemporary terminology in the field or accreditation requirements, changes to existing Materials Fee Requests, etc.), the proposal will be reviewed and approved by the Assistant Dean of Academic Services in conjunction with the Chair of the Curriculum Committee. Expedited Review Proposals do not require further review by the Curriculum Committee, Executive Committee or the Assembly. Final college-level approval is granted by the Dean or his or her designee.
- c) For assistance in determining whether the changes to be proposed are Full Review or Expedited Review, contact the Chair of the Curriculum Committee and Academic Services.

3. Following all college-wide approvals, proposals advance for university-wide review and approval:
  - a) All course proposals not associated with a new or changes to an existing program are submitted by Academic Services to the Course Records Office.
  - b) All undergraduate program proposals are submitted by Academic Services to the Course Records Office.
  - c) All graduate program proposals are submitted by Academic Services to the Graduate School.

## Course Forms

Use the following university forms that best corresponding to your proposal:

1. [Change to an Existing Course](#)
2. [New Course](#)
3. [Nomination for a General Education Course Designation](#)
4. [Course Materials Fee Form](#)

*Note: Download the form to your computer and save it. Then begin to complete it. If the form is not first downloaded and saved and you begin to enter data into the fields, the fields become "locked" after saving it preventing future changes.*

It is important that the standard university forms are filled out correctly and completely. Otherwise, they will be returned to the applicant. It is important that these are done accurately and reflect a well-coordinated, quality proposal before they leave the college.

A few specific points to note:

- "Lecture" includes typical class discussions that occur as part of that general teaching methodology. The "Lecture/Discussion" option refers to undergraduate courses in which there might be 3 days of lecture and 2 days of discussion/recitation. Typically, most courses are "Lecture."
- Be clear on the meaning of terms, (e.g., T = Term, meaning that you will be offering the course every term, F = Fall, meaning that the course will be offered in fall term, etc.). Although this may change later, provide an estimation of how often the course will be offered.
- Contact hours refers to the total number of hours in the course over the semester. Thus, a 3-hour class meets for 2 hours 45 minutes per week.

Compute the total number of contact hours across the semester, not per week.

- Please make sure your suggested course number has not been used for a previous course. If you need to confirm a number, please check with Michael Foley in Academic Services.
- If your class is cross listed, you must also have the Departmental Chairperson of the cross listed class electronically sign and date the form prior to submission to Academic Services.
- If proposing a Change in Existing Course Proposal, it is not necessary to insert “N/A” or “No Change” in sections that are not changing. Please leave those sections blank.
- If proposing materials fees, you must also submit the New Course Proposal Form or Change in Existing Course Proposal form with it indicating that the “change” request is to the materials fee. You must also include a list of items and materials to be purchased and their cost. This list can be added to the end of the Materials Fee form at “supplemental pages to be used as needed” or submitted as a separate document.

### **Course Syllabus**

All course proposals (new or changes to existing courses) must include a course syllabus as a separate document. Syllabi must reflect current university policies concerning grading scales, course withdrawal, plagiarism, and disabilities. Follow the [College of Education Syllabus Template](#) that is posted online.

Syllabi must have course learning outcomes that are measurable: Avoid the following terms: *Analyze, apply, remember, and understand*. Use the “[Constructing Learning Outcomes](#)” guide for alternative terminology.

### **Changes to Existing Program Proposals**

Program Areas that wish to introduce large-scale curriculum changes (e.g., extensive changes to an existing academic program that may also include new courses and/or changes to existing courses) need to follow the submission steps as outlined above. However, the application should always be submitted in the form of a single proposal package and it will be considered as such for review purposes. For example, do not propose and have approval for courses changed first and then propose program changes

later. The process works best at both the COE and WSU review levels when the college is fully aware of the scope and context of the proposed changes. In addition, in all instances where large-scale curriculum changes are proposed, applicants are required to provide an executive summary of the proposed program changes. Proposals must be submitted in MS-Word format.

Additional information is found online for revisions to [existing graduate programs](#).

For information on revisions to existing undergraduate programs, contact Michael Foley in Academic Services.

### **New Program Proposals**

Program Areas that wish to introduce new programs need to follow the submission steps as outlined above. However, the application should always be submitted in the form of a single proposal package and it will be considered as such for review purposes. In addition, applicants are required to provide an executive summary of the proposed program changes. Proposals must be submitted in MS-Word format.

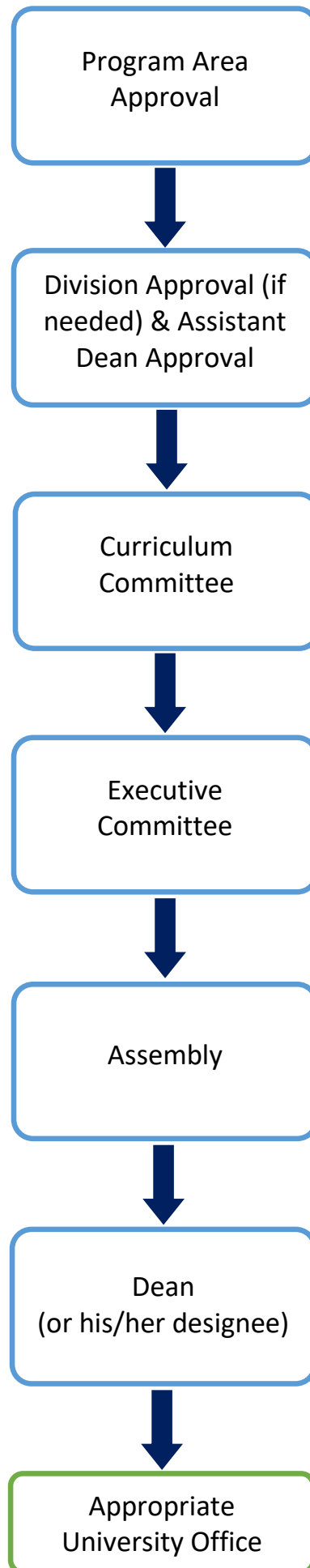
Additional information is found online:

- [New Undergraduate Degree Programs](#)
- [Undergraduate Minors and Concentrations](#)
- [Undergraduate Certificates](#)
- [Post-Bachelor Certificates](#)
- [New Graduate Programs](#)



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**Curriculum Governance  
Flowchart for  
Full Review Proposals**





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**Curriculum Governance  
Flowchart for  
Expedited Review Proposals**

