UNIVERSITY GRADUATE COMMITTEE

A Fast-Track Policy for Process and Criteria for Select Graduate-Level Curricula Items

This document outlines the process and criteria by which certain graduate-level, faculty-initiated curricular items can be fast-tracked with limited faculty peer review beyond the unit (department/school) level.

Fast-Track Process

This fast-track process is intended to facilitate the processing of faculty-initiated curricula proposals.

In all cases, if the proposed change impacts another unit’s academic programs, the impacted units must be notified. Their written assessment of the change and their support (or not) must be included with the initiating curricula documentation. If an impacted unit is non-supportive or if the submitted curricula materials are missing evaluations by potentially impacted units, the curricula items will be precluded from the fast-track process. These proposals will then need to follow the regular process of faculty peer-reviews at the unit (department/school/program), college, and university levels. The fast-track process is different from the regular process in that it (1) will require review and agreement of the initiating unit but will not include reviews by college curriculum committees or the University Graduate Committee (UGC), and (2) will utilize electronic documents (no signed hard copies required). Collaboration with a Curriculum Process Associate (CPA) is encouraged. The process is as follows:

1. The unit may consult with its respective CPA to identify the suitability of a curriculum proposal for fast-tracking. CPAs will consult with the Associate Dean of the Graduate College in unclear situations to determine appropriateness.

2. In fast-tracked cases, the unit, which may be assisted by a CPA to ensure document accuracy and proposal quality, completes the associated curricula forms. The CPA will assist in identifying any system impacts as well. Unit agreement is signified by the chair or director electronically printing and dating one’s name on the originating form.

3. The fast-tracked proposals are reviewed at the dean’s level and that approval is signified by the electronic printing and dating of the dean’s designee on the form. Fast-track proposals are not reviewed at the level of the college curriculum committee.

4. From there immediately following dean level approval, the forms are electronically transmitted to the Associate Dean of the Graduate College, who then consults with the Chair of the UGC as to each item’s appropriateness for the fast-track process. If both the Associate Dean and the UGC Chair agree that it is appropriate, the proposal is forwarded to Curriculum and Academic Systems Administration (CASA). CASA then logs the change into the relevant data base and encodes it into the appropriate catalog and student systems.

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5. Each agenda of the UGC will include those proposals that were fast-tracked during the interval between meetings as an information item for the UGC and the broader University community. Fast-track proposals. UGC members who have questions about any items on the Fast Track agenda should contact the Associate Dean of the Graduate College and the UGC Chair with questions before the meeting and/or may requests review of a Fast Track item during the UGC meeting for which the Fast Track item is listed on the agenda. The UGC will then review the issue and, if deemed necessary, vote whether to request the item be required to proceed through the regular UGC curricular process of faculty peer-reviews at the unit (department/program/school), college, and university levels.

6. If, through the review of the Associate Dean of the Graduate College and the UGC Chair, a proposal is found ill-fitting to the fast-track process, that proposal will be returned to the department for submission via the regular curricula process (i.e., including faculty review at the college and university levels).

Criteria for Curricula Items that Can Be Fast-Tracking

1. Changes to minors, certificates, and emphases (or other sub-plan types) that do not change intent
2. Course name changes as long as no content changes are being made to the course
3. Course number changes at the same academic level
4. Course subject (prefix) for intradisciplinary changes
5. Cross listing of existing courses if within policy guidelines
6. Course description changes that are editorial in nature.
7. Course prerequisite and co-requisite changes (if all impacted units are notified and support the change).
8. Course grading basis changes.
9. Course configuration changes (e.g. four unit embedded lecture and lab becomes a separate three unit lecture and one unit lab)
10. Course repeatability for credit changes.
11. Deletion of courses which are: (a) NOT required for any plan or (b) IS a listed elective but is accompanied by a letter of support from any affected department
12. Credit hour changes as long as there is a commensurate change in work expectations and contact hours consistent with ABOR guidelines.
13. Plan changes resulting from any applicable Fast Track changes named above.
14. Any structural reorganization (e.g. plan and sub-plan clean-up) of the program that does not change degree requirements.
15. Deletions of plans that do not appear in the academic catalog.

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