

Jackson State University
Undergraduate Curriculum Committee Workflow Process

- 1. Faculty initiate proposed curriculum change.**
 - Within the departments, faculty determine that there is a need for change in specified curriculum.
- 2. Faculty submit curriculum change proposal(s) to department.**
 - Faculty complete the Curricular Action Forms and Curricular Proposal Forms for each change in the curriculum. There should only be one change per proposal and action form.
- 3. Department Committee convenes to review proposed curriculum change.**
 - Department committee reviews each form to ensure that proposal is precise and includes all necessary information and required documents.
- 4. Department Committee reviews and sends to department chair.**
 - Department committee reviews each form to ensure that proposal is precise and includes all necessary information and required documents.
- 5. Department Chair reviews, approves and sends to College Committee.**
 - Department Chairs reviews and signs all documents.
 - Department Chairs also ensure that cross-reference signatures (chair signatures from other departments whose courses may be included in the curriculum changes).
- 6. College Committee reviews, approves and sends to Dean.**
 - College Committee votes to approve changes and sends to Dean.
- 7. Dean reviews, approves and sends to Academic Affairs Specialists.**
 - The dean reviews, signs, and sends to Academic Affairs Specialist (AAS).
- 8. AAS sends physical and electronic to UCC Chair and Screening Committee Chair.**
 - The AAS ensures that all documents are scanned (with signatures). The documents are electronically sent to the Undergraduate Curriculum Committee Chair and the Screening Committee Chair. The AAS also sends the physical, original signed copies and documents to the Undergraduate Curriculum Chair.
- 9. Screening Committee review and makes recommendations to initiators.**
 - The Screening Committee Chair sends electronic copies to screening committee teams to review. Teams will review different proposals.
 - The Screening Committee convenes on specified, standard times three times a semester (September, October, and November) and makes recommendations for each reviewed proposal.

10. The Screening Committee makes recommendations send to initiators and full committee.

- The Screening Committee Chair sends a letter to the initiators about the recommendation of the committee.
- If no changes are necessary, the chair will send a letter to the initiator that includes information about the time of the full Undergraduate Curriculum Committee meeting and the documents to bring to the meeting.
- If changes are necessary before the full Undergraduate Curriculum Committee convenes, the letter will provide detailed information about the necessary changes, times for resubmission, and other pertinent information. If timely resubmissions are approved, the Screening Committee Chair will provide a follow up letter that includes information in regards to the full committee convening.
- The Screening Chair will send recommendations of all proposals to the full committee prior to the meeting.

11. Full Committee Recommendations/Review and Send to AA

- The initiators will provide copies of the proposals and present their changes to the full committee.
- The full committee will make recommendations.
- If approved, the UCC Chair will make sign the proposal(s) and forward to AAS.
- If not approved, the committee will make recommendations and the initiator will send proposal through the process again for review.

12. Academic Affairs will review signed proposals.

- The AAS will review signed proposals and forward to the Provost for decision.

13. Provost reviews signed proposals and makes decision.

- The Provost will review the proposals and make a decision.
- If approved, the Provost will sign necessary documents.
- If not approved, the AAS will return to the initiator with comments, and the initiator will send proposal through the process again.

14. Upon Approval from Provost, AA Specialist sends approved curriculum to notify stakeholders

- The AAS will send approved curriculum to the UCC Chair.
- The UCC Chair will notify the initiator, chair and dean.

15. Academic Affairs will send approved curriculum to the registrar, UCC, Dept. Chair, Dean.

- The AAS will notify Registrar and other stakeholders to confirm approval.

16. The Registrar will apply action for implementation of new curriculum in Banner, DW, etc.

- The Registrar will ensure that curriculum changes are reflected in Banner, PAWS, etc.