

College of IS&T Academic Approval Procedures

To take effect starting Fall 2022

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Annual Deadlines for College-Level Review

Unless otherwise specified, the deadlines below are intended for any requests which are intended to take effect in the following catalog year. These deadlines were determined to align IS&T processes with annual catalog edit timelines, but it is important to note that revision to courses and programs is an ongoing effort that takes place throughout the academic year. These deadlines should be considered checkpoints during that ongoing effort.

Type of Request	Deadline
New course proposals (other than special topics)	September 1 for courses to be offered in J-Term or Spring; December 1 for courses to be offered in following Summer or Fall
Major revisions to existing courses	September 1 for courses to be offered in J-Term or Spring; December 1 for courses to be offered in following Summer or Fall
Minor revisions to existing courses	April 1
New major & certificate program proposals	September 1
New minor & concentration proposals	December 1
Major revisions to existing programs, including discontinuation and changes to delivery mode	December 1
Minor revisions to existing programs	February 1
College-wide academic policy changes	December 1

New Permanent Courses

Faculty should first discuss their ideas for new permanent courses with their unit chair/director and the appropriate UPC/GPC. These courses should be consistent with the strategic direction of the unit and the College at large. Initial discussions should also consider the timeline for development, approvals by all stakeholders, and delivery of the course so that units can plan teaching schedules accordingly.

Generally, this means that planning should take place at least three semesters prior to the intended offering of the course. Further, prior to proposing most new permanent courses, enrollment demand through previous special topics offerings (see below) should be demonstrated.

Proposals for new courses must be reviewed thoroughly by multiple parties to ensure curricular quality, avoid course duplication within the College and across campus, and to examine feasibility given student demand and resource constraints. Use of special topics offerings to determine demand prior to creation of permanent courses is strongly recommended.

- Faculty developing new course proposals should start by completing the **Course Proposal Word Template**. This form contains all of the fields necessary for eventual data entry in the CIM system. The completed template should be submitted to the corresponding UPC and/or GPC for review at the unit level. Special cases are outlined below:
 - Proposals for CIST courses should be first reviewed by the UPC/GPC of the unit which will ultimately be responsible for scheduling the course.
 - Any undergraduate CIST course proposal that is not inherently intended for scheduling by a single unit of the college should be reviewed by the IS&T Academic Committee as the first point of review. Courses of this sort are rare.
 - EMIT course proposals should first be reviewed by the EMIT GPC.
 - All 9000-level courses not carrying the BMI prefix should be reviewed by the IT Doctoral Program Committee. BMI9xxx courses are to be reviewed by the BMI DPC.
- The unit UPC/GPC should review the content of the syllabus carefully while exploring things including but not limited to:
 - Clarity of course description, goals, SLOs and topics
 - Appropriateness of proposed credit hours per university standards
 - Relevance of the course to proposed student audience and current topical trends in the discipline
 - Overlap with existing courses within the unit and from other units to the extent possible
 - Anticipated demand for enrollment ideally driven by existing data based on prior special topics offerings
 - Suggested course rotation plans relative to degree requirements and other courses including course staffing constraints
 - Impact on degree requirements
- The UPC/GPC can should seek revisions from the faculty member as needed using track changes on the Word Template. Once the UPC/GPC approves of the syllabus, the originating faculty member should enter it into the CIM system officially and click “Start Workflow”.
- Unit chair/director will receive notification from CIM for approval. New course proposals and major changes should be discussed and approved by the full unit prior to the chair/director

routing the proposal further in CIM. The chair/director should enter the unit approval date in the “Additional Information” box within CIM.¹

- If the course is cross-listed with other units, a CIM approval will then be requested from those units. The chair of that unit should refer their UPC and/or GPC to review the proposed changes in CIM as appropriate, considering similar questions items as listed above. Unit chair/director should record the outcome once the committee has completed their review (approve or rollback).
- Once chairs have approved of changes, CIM will route the form to the IS&T Dean-level review. The Associate Dean for Academic and Faculty Affairs will notify IS&T Academic Committee of all new courses and major changes for review. Similar considerations will be made by the college academic committee (rationale/justification, potential course duplication, resource availability). Associate Dean will record outcome (approve / roll back) in CIM using the additional information field.
- Following college review, changes are routed to appropriate parties such as Graduate Council, General Education, EPAC, etc. Review of new courses and major changes by these groups is thorough and considers similar items as those listed above in addition to ensuring consistent syllabus formatting per campus standards.

Special Topics Course Offerings

Each program has one or more “special topics” course numbers which allow for experimenting with new courses in a flexible manner. This an important aspect of bringing variety to IS&T’s curricular offerings as well as encouraging faculty members to try new things. Offering courses through special topics also allows departments to gauge student demand for potential permanent offerings later on.

In the College of IS&T, a course topic can be offered a maximum of twice under a special topics course number within a 5-year period before it must be proposed as a permanent course.

Faculty should first discuss their ideas for special topics courses with their unit chair/director and the appropriate UPC/GPC. Initial discussions should also consider the timeline for development and delivery of the topics course so that units can plan teaching schedules accordingly. Generally, this means that planning should take place at least two semesters prior to the intended offering of the course.

Proposals for special topics courses should use be drafted by faculty using the **Course Proposal Word Template**. Once complete, the document should be submitted to the relevant UPC and/or GPC chair for consideration. All 9000-level special topics proposals outside of BMI should be reviewed by the IT Doctoral Program Committee. Revisions can be requested from the committee(s) and changes should be recorded using track changes in the Word template.

Once approved by the relevant curriculum committee(s), the committee chair should notify the unit chair of the decision and the course may be scheduled.

Special topics proposals are not reviewed by the IS&T Academic Committee, though unit chairs are encouraged to notify the Academic Committee of future special topic offerings to identify potential

¹ Committee approvals should be recorded in CIM additional comments using the format “Approved by _____ mm/dd/yyyy” with the blank space indicating the specific committee granting approval.

ways to promote the course across the College's degree programs. The chair should also informally consult with other unit heads to ensure that no similar topic is being offered at another unit.

Major Revisions to Existing Courses

Major changes to existing courses shall follow the same review workflow as outlined for "new permanent courses" (see above) with the exception that course revisions should be initiated in CIM directly by the faculty member in lieu of preparing the template Word document.

For IS&T purposes, a major revision consists of:

- Change in the level of an existing course (e.g. from 3000 to 4000 level course);
- Addition of dual-level offering for a course that did not previously have one;
- Change in number of credit hours of an existing course; and
- Significant revision of an existing course (e.g. changes in the objectives, scope, content, or method of instruction) impacting more than 25% of the course content.

Any questions about whether a change would be considered major or minor should be directed to the Associate Dean for Academic and Faculty Affairs prior to beginning workflow to ensure the correct review process is followed.

Minor Revisions to Existing Courses

Per academic affairs, the following types of changes to courses are considered minor.

- Discontinuation of a course;
- Cross listing of courses between two or more departments or programs;
- Renumbering a course that does not involve changing its level;
- Change in title;
- Change in prerequisites;
- Rewording for catalog description; and
- Minor changes in the organization of a course or the routine updating of content. For IS&T purposes, changes that impact no more than 25% of the SLOs and/or topic list in a course are considered minor.

The process for submitting minor course revisions is as follows:

- Faculty member **updates course data directly in CIM**. Click "Save Changes" instead of "Start Workflow". Then notify the corresponding UPC and/or GPC of a change being ready for committee review at the unit level. Special cases are outlined below:
 - Revisions for CIST courses should be first reviewed by the UPC/GPC of the unit which will ultimately be responsible for scheduling the course.
 - Any undergraduate CIST course revision that is not inherently scheduled by a single unit of the college should be reviewed by the IS&T Academic Committee as the first point of review.
 - EMIT course revisions should first be reviewed by the EMIT GPC.
 - All 9000-level course revisions not carrying the BMI prefix should be reviewed by the IT Doctoral Program Committee. BMI9xxx courses are to be reviewed by the BMI DPC.

- UPC/GPC reviews the changed content in CIM. If the committee approves, committee chair should indicate the date of committee approval in the “Additional Information” box and “Start Workflow.” Minor changes should be reported by program committees to the unit during a regular business meeting. If the committee requests changes, committee chair should notify the responsible faculty member and request updates.
- Unit chair/director will receive notification from CIM for approval. Minor changes do not need a vote of support from the full unit provided the appropriate program committee(s) have reviewed.
- If the course is cross-listed with other units, an approval will then be requested from those units. The chair of that unit should refer their UPC and/or GPC to review the proposed changes in CIM as appropriate. Unit chair/director should record the outcome once the committee has completed their review (approve or rollback) using the Additional Information field in CIM.
- Once chairs have approved of changes, CIM will route the form to the IS&T Dean-level review. The Associate Dean for Academic and Faculty Affairs will notify IS&T Academic Committee of all minor changes for review. Associate Dean will record outcome (approve / roll back) in CIM.
- Following college review, changes are routed to appropriate parties such as Graduate Council, General Education, EPAC, etc. Review of minor changes by these groups focuses on consistency of syllabus formatting expectations across campus.

New Program Proposals

Proposals for new degrees/majors, minors, concentrations, and certificates are reviewed at several levels both within and beyond the College of IS&T. Details about program expectations, development documents, and procedures for review outside the college can be found here:

<https://www.unomaha.edu/academic-affairs/curriculum-development/academic-program-and-unit-proposals.php>

Program proposal review within the college consists of the following steps:

- A proposal is drafted using the Word template provided by Academic Affairs by one or more of the units. This proposal should be developed through extensive discussion with relevant stakeholders and collection of necessary evidence to justify projections for future enrollment growth and consider the strategic direction of the Unit and College. The unit is strongly encouraged to solicit letters of support as appropriate for inclusion as appendices with the proposal. Prior to review, units are encouraged to conduct an external market survey to explore the local, regional, and national demand for the proposed program and the units must prepare a budget table for the proposed program in consultation with the IS&T Dean’s office and the Office of Academic Affairs.
- Once all documents have been prepared and the cognizant unit(s) have approved of the proposal, all materials should be routed to the IS&T Academic Committee for review.
- The IS&T Academic Committee shall review the proposal with a particular emphasis on:
 - Viability of program based on available resources, existing course rotations, projected curriculum development needs, and projected student demand
 - Potential overlap with existing programs in the College and, to the extent possible, across campus

- The Academic Committee shall first discuss proposals internally. If the committee feels there is merit to the proposal, they shall iterate with the proposal authors as appropriate to address any open questions or concerns.
- Once a program proposal is deemed ready by the Academic Committee, it will be distributed to the college and placed on the agenda for discussion at the next All College Meeting. The IS&T Dean's office will also be invited to provide feedback on the proposal at this time.
- Following discussion at an All College Meeting and with the IS&T Dean's office, the IS&T Academic Committee will vote on its approval or refer it back to the authors for further revision.
- Once approved by the IS&T Academic Committee, the full documents will be reviewed by the Dean's office. A cover memo will only be prepared following approval of the Dean for all new programs and clarification of any remaining questions. The Dean's office will then work with the original proposers to input all program information in the CourseLeaf Program Form for routing to the responsible unit in academic affairs for further review.

Major Changes to Existing Programs

Program revisions that involve the following types of changes are considered "major" and must be reviewed by the IS&T Academic Committee:

1. Changes to the total number of credits required by the program
2. Changes to degree requirements impacting more than 25% of the total credits in the program
3. Name changes
4. Changes in scope/focus of the program
5. Changes in delivery mode/addition of online delivery mode
6. Discontinuation of a program or temporary suspension of admission for new students

Existing programs considering major changes should consult the "Program Unit Development Guide" from Academic Affairs and discuss changes with the Associate Dean for Academic and Faculty Affairs to identify the appropriate approval steps.

Once a major change proposal has been reviewed and approved by the responsible UPC/GPC and unit², it will be referred to the IS&T Dean's office where the Associate Dean for Academic and Faculty Affairs will coordinate review of the change with the IS&T Academic Committee. The Academic Committee will review the program change with a particular emphasis on expected impact on this and other programs within the college. The committee may refer the proposal back to the unit for revisions or approve the changes.

Following Academic Committee approval, the Dean's office will work with the cognizant unit to file the necessary paperwork in the appropriate workflow system.

² For graduate programs not tied to a specific unit (e.g., EMIT MIS and IT PhD), the IS&T Dean's office directly receives proposals from the GPC.

Minor Changes to Existing Programs

Minor changes made to existing programs in service of continuous improvement and program maintenance are generally considered the prerogative of the program. For the College of IS&T, the following are examples of “minor” changes:

- Updating lists of courses that meet degree requirements without changing the number of hours in the program provided that the changes do not exceed 25% of the total program requirements.
- Updates to admissions requirements or procedures
- Updating program policies other than degree requirements

Minor changes to existing programs should be entered during the annual catalog revision process following approval by the responsible UPC/GPC. Minor changes are not reviewed for approval by the IS&T Academic Committee unless flagged for review by the Associate Dean for Academic and Faculty Affairs during the workflow routing process.

Changes to College-Wide Academic Policies

College-wide academic policies include, but are not limited to:

- Grade appeals
- Academic integrity
- College admissions
- Credit/no credit
- Transfer credit
- Academic amnesty
- Quality of work
- Other catalog policies specific to the college of IS&T

Changes to College-wide academic policies can emerge in many different ways, such as:

- Clarifications requested from Academic Affairs or in response to changes in university policies
- Response to emergent concerns from the IS&T student success and advising team
- Requests from specific programs within the college
- Continuous improvement conversations within the IS&T Academic Committee
- Proposals submitted by the IS&T Dean’s office in response to any of the above

Proposals for changes to College-wide academic policies should be submitted in writing to the IS&T Associate Dean for Academic and Faculty Affairs. Such proposals should include:

- A clear rationale/justification for the proposed change
- Draft language for the new or revised policy (using track changes when appropriate)
- An indication of when the new policy would take effect and to whom it will apply

College academic policies will be reviewed as follows:

- The Associate Dean for Academic and Faculty Affairs shall circulate a copy of the proposal to cognizant program committee chairs and introduce the policy proposal at an Executive

Committee meeting attended by program chairs. A deadline for submitting feedback on the proposal will be set during this discussion, and all feedback will be collected by the IS&T Academic Committee.

- The Academic Committee will then discuss the proposal internally. If the committee feels there is merit to the proposal, they shall iterate with the proposal authors as appropriate to address any open questions or concerns.
- Once a draft policy is deemed ready by the Academic Committee, it will be distributed to the college and placed on the agenda for discussion at the next All College Meeting.
- Following discussion at an All College Meeting, the IS&T Academic Committee will vote on final approval of the policy or refer it back for further revision by the original author.