

### The LCOBA Curriculum Approval Process

There are two paths for initiating the approval of a curriculum proposal: One, when the process is initiated by the Assurance of Learning (AOL) Leadership Team; Two, when the process is initiated at the major level. NOTE: The AOL Leadership Team can only initiate proposals that affect Area F and the Senior College Core.

The process for approving curriculum proposals that are initiated by the AOL Leadership Team is as follows:

1. Recommendations for curriculum proposals may start at the AOL Leadership Team and must be approved there.
2. Recommended curriculum proposals approved by the AOL Leadership Team proceed to the major level and must be approved there.
3. Curriculum proposals approved at the major level proceed to the LCOBA Curriculum Committee for approval.
4. If approved by the LCOBA Curriculum Committee, curriculum proposals go to the LCOBA Executive Committee for approval.
5. If approved by the LCOBA Executive Committee, a general faculty meeting is scheduled so that a vote can be taken by the general faculty on the proposals.
6. General faculty votes on curriculum proposals.

The process for approving curriculum proposals that are initiated at the major level is as follows:

1. Curriculum proposals start at the major level and must be approved there.
2. Curriculum proposals approved at the major level proceed to the LCOBA Curriculum Committee for approval.
3. If approved by the LCOBA Curriculum Committee, curriculum proposals go to the LCOBA Executive Committee for approval.
4. If approved by the LCOBA Executive Committee, the chair of the LCOBA Curriculum Committee then sends out by e-mail all approved proposals to the general LCOBA faculty.
5. LCOBA faculty have one week to flag an individual proposal by informing the chair of the LCOBA Curriculum Committee.
6. Curriculum proposals that are flagged by 10% or less of the faculty are considered to be passed by LCOBA at the college level.
7. If an individual curriculum proposal is flagged by more than 10% of the faculty, then a general faculty meeting will be scheduled within 14 days for a general faculty vote on the flagged proposal.

However, if the curriculum change and/or addition in question affects Area F, the Senior College Core, or the college as a whole, a general faculty vote would automatically be required. Possible examples requiring exception to this proposal are: new majors or changes in GPA requirements.