

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
COMMITTEE ON EDUCATIONAL POLICY
(Final; Information)

EP.24.019 Procedures Used by the Senate Committee on Educational Policy to Approve
Curricula Revisions

BACKGROUND

This document clarifies the procedures used by the Senate Committee on Educational Policy (EP) in handling proposals to revise curricula. As outlined in the [Statutes](#), the Senate's responsibility for educational policy issues is in part delegated to the colleges and is also subject to oversight by the University of Illinois Board of Trustees and the Illinois Board of Higher Education. A careful review of the *Statutes* and the [Senate Standing Rules](#) led to amendment of Standing Rule 13 (see [SP.20.05](#)). [EP.22.146](#) was created as "a working document of basic information central to the tasks of EP. It will help guide new members in their responsibilities to EP tasks, as well as better inform those on campus tasked with creating, preparing, and/or editing a proposal." An updated version of the Levels of Governance procedural document was included with EP.22.146 and subsequently made more widely available, posted on the Senate, Office of the Provost, and University Academic Programs and Services websites.

The [Senate Bylaws](#) provide that EP is to handle "minor matters" on behalf of the full Senate. EP.24.019 updates EP.79.29, which was written for the same purpose – to clarify "minor matters" and the respective roles of the Office of the Vice Chancellor for Academic Affairs and Provost (OVCAAP), Senate EP Committee, and the Senate in dealing with these matters. Many of the fundamentals of EP.79.29 remain relevant today, and EP.24.019 provides a current version of that document, incorporating the background explained above as well as changes to process such as the adoption of an electronic proposal system.

RECOMMENDATIONS

Following the blueprint of EP.79.29, the following information defines and shows by example the types of proposal revisions that will be acted upon at each level. Examples are more useful than general categories, as general categories are not adequately descriptive of intent.

Minor revisions to curricula are reviewed and approved by a college or equivalent unit, the OVCAAP, and the chair of EP. These minor curricula revisions are reported to EP as **Administrative Approvals**. EP has jurisdiction to review any item on Administrative Approval Reports. Administrative Approvals are considered approved once the committee votes to send the report to the Senate for inclusion on the next Senate meeting agenda. Administrative Approvals are reported to the Senate monthly as information items.

Examples of Administrative Approvals include corrections to course numbers or rubrics that impact the Program of Study listing (e.g., programs using Geography courses updating their listings to revise the rubric from GEOG to GIS) and editorial changes to the Program of Study listing that do not revise the curricular requirements (e.g., adding clarifying language about repeatability of a course for degree credit). Administrative Approvals do not alter the total hours of a program.

Administrative Approvals also include changes in lists of approved electives when the changes incorporate solely courses within the sponsoring unit (e.g., adding and removing Economics courses in a choose-from list within the BSLAS in Economics); changes in lists of approved electives when these revisions do involve courses outside the sponsoring unit and the proposal includes letters of support/acknowledgement from the units that govern the impacted courses (e.g., adding Agricultural and Consumer Economics courses in a choose-from list within the BSLAS in Economics); adding or removing a Graduate Concentration as available to a specific program (e.g., adding the MA in English to the list of programs that can be paired with the concentration in Medieval Studies); substituting required courses that are in the same department and relatively similar in content/credit hours (e.g., in the iMBA, removing MBA 541, Marketing in a Digital World (2 hours), and MBA 544, Marketing in an Analog World (2 hours) and adding MBA 545, Marketing in Our New Digital World (4 hours).

Full proposals, which are for more substantive revisions, are accepted as approved by a college or equivalent unit, the OVCAAP, EP, and the Senate. They are reviewed in subcommittee within EP, approved by the full EP Committee, and voted on as part of the Consent Agenda or on the Regular Agenda of the full Senate. They are considered approved (when campus-level governance is sufficient) when voted as such by the full Senate. Proposals that involve changes to total number of hours required, renaming programs, establishing programs, or eliminating programs require governance beyond the campus level (e.g., BOT, IBHE, HLC) as outlined in [the Levels of Governance document](#) and are not to be considered formally approved until approval by that final level of governance is in place.

Full proposals have substantive revisions to existing programs, or have revisions that put a significant restriction on student choice, including but not limited to revisions that change the total number of required hours (e.g., revising the BS in Accountancy with changes to the Business Core curriculum and within the major-required courses that impact courses offered by the College of LAS); renaming any transcribed academic program (e.g., changing the name of the minor in Criminal Justice to the minor in Justice Studies); establishing a new transcribed program (e.g., establishing the Campus Graduate Certificate in Human Resources Management); eliminating a transcribed program (e.g., eliminate the MA in the Teaching of Latin).

All programs to which [23 Illinois Administrative Code 1050](#) is applicable will be reviewed by OVCAAP on behalf of EP to ensure compliance. Undergraduate majors and concentrations will also be reviewed by OVCAAP on behalf of the committee to ensure there is (1) an appropriate Program of Study statement included in the embedded Program of Study table in CIM

Programs, (2) a sample sequence of courses, (3) a set of learning outcomes, and (4) information provided on how a student obtains 40 hours of upper-level/division coursework in compliance with [23 Illinois Administrative Code 1050](#). Upper-level/division coursework is defined in the [University of Illinois Urbana-Champaign Academic Catalog](#).

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