INDIANA UNIVERSITY SOUTHEAST

School of Education

Academic Approval Process

Revised & Approved by SOE Faculty 2/20/09

INDIANA UNIVERSITY SOUTHEAST

School of Education

Approval Process for New Degree Programs

1. New degree proposals are generated by a faculty group in consultation with the School Dean and the VC for Academic Affairs.
2. Faculty group submits proposal to the appropriate program team.
3. Program team votes on the proposal. If approved then the program team coordinator submits the proposal to the Curriculum Development Quality Team (CDQT) as an action item. If disapproved or tabled then the program coordinator sends proposal with comments back to faculty group.
4. The CDQT votes on the proposal. If approved then the CDQT chair submits the proposal to the School Dean as an action item for the next School of Education (SOE) faculty meeting. If disapproved or tabled then the CDQT chair sends proposal with comments back to program team.
5. The SOE faculty votes on the proposal. If approved then the proposing school team coordinator submits the proposal to the campus Academic Policies Committee (APC) as an action item for the next APC meeting and to the campus representative of the Indiana University Education Council for submission to the agenda committee as action item for the next Education Council meeting. If disapproved or tabled then the Dean of SOE sends proposal with comments back to either the CDQT, program team or the proposing faculty group.

6.

Campus Action	IU Action
APC votes on the proposal. If approved then APC submits proposal to Indiana University Southeast Faculty Senate as an action item for the next Faculty Senate meeting. If disapproved then APC sends the proposal with comments back to the originating faculty group.	The chair of the agenda committee of the Indiana University Education Council forwards the proposal to each campus representative.
Faculty Senate votes on the proposal. If approved then the proposal is recommended to the Chancellor for approval. If disapproved then Faculty Senate president sends the proposal with comments back to the originating faculty group.	Each campus representative checks with the appropriate faculty members in their schools. Indiana University Education Council votes on the proposal. If disapproved then the campus education council representative brings the proposal with comments back to the SOE Dean and the proposing faculty group
Chancellor acts on the proposal, either a. Returning the proposal to the Senate for further revisions, explaining why the proposal should not go forward at this time; or b. Recommending the proposal to the Academic Leadership Council (ALC).	
If approved by the ALC, the proposal is sent to the President who decides when to present it to the Indiana University Board of Trustees.	

7. If the IU Board of Trustees approves the proposal, then the proposal is submitted to the Indiana Commission for Higher Education as an action item.
8. If a new teaching license is involved then the proposing group must also follow the guidelines for new licenses.

INDIANA UNIVERSITY SOUTHEAST

School of Education

Approval Process for Major Changes in Degree Programs and Licensing Areas *

Major Changes [See Faculty Senate Constitution, By-Law No. 2 * explanations]. These changes would include: changing the number of credit hours (or any other changes that has this effect indirectly); changing the structure of the degree requirements; and creating new options within the degree (tracks, concentrations, etc.) if those involve adding courses to the set of program offerings or creating new patterns of course requirements.

1. Proposed changes are generated by faculty group in consultation with the program team coordinator.
2. Faculty group submits proposal to the appropriate program team.
3. Program team votes on the proposal. If approved then the program team coordinator submits the proposal to the CDQT as an action item. If disapproved or tabled then the program coordinator sends proposal with comments back to faculty group.
4. The CDQT votes on the proposal. If approved then the CDQT chair submits the proposal to the Dean of Education as an action item for the next School of Education (SOE) faculty meeting. If disapproved or tabled then the CDQT chair sends proposal with comments back to program team.
5. The SOE faculty votes on the proposal. If approved then the proposing school team coordinator submits the proposal to the campus Academic Policies Committee (APC) as an action item for the next APC meeting and to the campus representative of the Indiana University Education Council for submission to the agenda committee as action item for the next Education Council meeting. If disapproved or tabled then the Dean of SOE sends proposal with comments back to either the CDQT, program team or the proposing faculty group.
6.

Campus Action	IU Action
APC votes on the proposal. If approved then APC submits proposal to Indiana University Southeast Faculty Senate as an action item for the next Indiana University Southeast Faculty Senate meeting. If disapproved then APC sends the proposal with comments back to the originating faculty group.	The chair of the agenda committee of the Indiana University Education Council forwards the proposal to each campus representative.
Faculty Senate votes on the proposal. If disapproved then Faculty Senate president sends the proposal with comments back to the originating faculty group.	Each campus representative checks with the appropriate faculty members in their schools. Indiana University Education Council votes on the proposal. If disapproved then the campus education council representative brings the proposal with comments back to the SOE Dean and the proposing faculty group

- Changes in the name of a degree require following the guidelines for degree proposals

INDIANA UNIVERSITY SOUTHEAST

School of Education

Approval Process for Minor Changes in Degree Programs and Licensing Areas

<u>Minor Changes</u> [See Faculty Senate Constitution, By-Law No. 2 [*] explanations]. These changes are defined as substituting one required course for another; creating options within the course offerings and degree structure, especially where these are primarily intended to allow students to pursue individual interests within the structure of the major.

1. Proposed changes are generated by faculty group in consultation with the program team coordinator.
2. Faculty group submits proposal to the appropriate program team as an information item.
3. If program team agrees that this is a minor change then the program team coordinator submits the proposal to the CDQT as an information item. If program team determines that this is a major change then the program coordinator sends proposal back to faculty group and informs them to follow the guidelines for major changes.
4. If CDQT agrees that this is a minor change then the CDQT submits the proposal to the Dean of Education as an information item for the next School of Education (SOE) faculty meeting. If CDQT determines that this is a major change then CDQT sends proposal back to program team and informs them to follow the guidelines for major changes.
5. If the SOE faculty agrees that this is a minor change then the proposing school team coordinator submits the proposal to the campus Academic Policies Committee (APC) as an information item for the next APC meeting. If SOE determines that this is a major change then the Dean sends proposal back to program team and informs them to follow the guidelines for major changes.
6. If APC agrees that this is a minor change then APC submits proposal to Indiana University Southeast Faculty Senate as an information item for the next Indiana University Southeast Faculty Senate meeting. If APC determines that this is a major change then APC votes on the proposal. If approved then APC submits proposal to Indiana University Southeast Faculty Senate as an action item for the next Indiana University Southeast Faculty Senate meeting. If disapproved then APC sends the proposal with comments back to the originating faculty group.
7. If Faculty Senate agrees that this is a minor change then proposed minor changes are approved. If Faculty Senate determines that this is a major change then Faculty Senate votes on the proposal. If approved then the proposal is recommended to the Chancellor for approval. If disapproved then Faculty Senate president sends the proposal with comments back to the originating faculty group.

INDIANA UNIVERSITY SOUTHEAST

School of Education

Approval Process for New Licensing Areas

1. New licensing proposals are generated by a faculty group in consultation with the School Dean and the Indiana Professional Standards Board (IPSB).
2. Faculty group submits proposal to the appropriate program team.
3. Program team votes on the proposal. If approved then the program team coordinator submits the proposal to the CDQT as an action item. If disapproved or tabled then the program coordinator sends proposal with comments back to faculty group.
4. The CDQT votes on the proposal. If approved then the CDQT chair submits the proposal to the School Dean as an action item for the next School of Education (SOE) faculty meeting. If disapproved or tabled then the CDQT coordinator sends proposal with comments back to program team.
5. The SOE faculty votes on the proposal. If approved then the proposing school team coordinator submits the proposal to the campus Academic Policies Committee (APC) as an action item for the next APC meeting and to the campus representative of the Indiana University Education Council for submission to the agenda committee as an action item for the next Education Council meeting. If disapproved or tabled then the Dean of SOE sends proposal with comments back to either the CDQT, program team or the proposing faculty group.
6.

Campus Action	IU Action
APC votes on the proposal. If approved then APC submits proposal to Indiana University Southeast Faculty Senate as an action item for the next Indiana University Southeast Faculty Senate meeting. If disapproved then APC sends the proposal with comments back to the originating faculty group.	The chair of the agenda committee of the Indiana University Education Council forwards the proposal to each campus representative.
Faculty Senate votes on the proposal. If disapproved then Faculty Senate president sends the proposal with comments back to the originating faculty group.	Each campus representative checks with the appropriate faculty members in their schools. Indiana University Education Council votes on the proposal. If disapproved then the campus education council representative brings the proposal with comments back to the SOE Dean and the proposing faculty group

7. If both the IU Southeast Faculty Senate and the IU Education Council approve the proposal, then the IUS SOE Dean submits the proposal to the IPSB of the Department of Education as an action item.
8. If a new degree program is involved then the proposing group must also follow the guidelines for new degree programs.

INDIANA UNIVERSITY SOUTHEAST

School of Education

Approval Process for New Courses[*] and Course Change Requests

1. Course syllabus developed by faculty member(s)
2. Faculty group submits proposal to the appropriate program team.
3. Program team votes on the proposal. If approved then the team follows the following guidelines:
   a. For a new course, the New Course Request Form is completed by the program team.
   b. For course changes the Course Change Request form is completed by the program team.
4. Program Team coordinator submits required form and syllabus to the CDQT as an action item.
5. CDQT reviews the form and syllabus especially as it SOE themes, technology, program standards and SOE mission.
   a. If CDQT approves proposal, then CDQT submits the proposal to the Dean of Education as an action item for the next School of Education (SOE) faculty meeting
   b. If the proposal is disapproved or tabled, then CDQT coordinator sends proposal with comments back to program team.
6. SOE faculty reviews the form and syllabus especially as it addresses SOE themes, technology, program standards and SOE mission.
   a. If SOE faculty approves proposal, then the Dean and the VC for Academic Affairs sign form and Academic Affairs submits proposal to APC as an action item. Program Team submits proposal to the campus representative of the Indiana University Education Council for submission to the agenda committee as an action item.
   b. If the proposal is disapproved or tabled, then Dean sends proposal with comments back to program team.

Campus Action	IU Action
APC reviews the form and syllabus. If APC approves proposal, then APC submits the proposal to the Indiana University Southeast Faculty Senate as an action item for the next Indiana University Southeast Faculty Senate meeting If the proposal is disapproved, then APC returns proposal to the originating faculty group.	The campus representative of the Indiana University Education Council forwards the proposal to each campus representative.
Faculty Senate reviews the form and syllabus. If Faculty Senate approves proposal, then Faculty Senate president submits proposal to the Chancellor for approval If the proposal is disapproved, then Faculty Senate returns proposal to the originating faculty group.	Each campus representative checks with the appropriate faculty members in their schools. Indiana University Education Council votes on the proposal. If disapproved then the campus education council representative brings the proposal with comments back to the SOE Dean and the proposing faculty group

7. If IU Education Council and Chancellor approve proposal, then the VC for Academic Affairs and/or IU Education Council sends the Request to comparable academic units throughout the Indiana University system for a 30-day remonstrance period.
8. If there is no remonstrance, the request goes to University Enrollment Services for entry into the Master Course Inventory.

[*]Faculty member(s) developing new courses may use temporary course numbers, such as EDUC E490, etc, a maximum of two times before starting the **Approval Process for New Courses.** Off-campus workshops should continue to use the graduate workshop numbers listed in "Guidelines for Graduate Credit Hour Generation in IU Education Workshops Offered by External Agencies" (April 2001).

Offering an existing course on the Masters Course Inventory List that has not been taught at Indiana University Southeast

1. Course syllabus developed by faculty member(s)
2. Faculty group submits course request proposal and syllabus to the appropriate program team.
9. Program team votes on the proposal. If approved then the program team coordinator submits course request and syllabus to the CDQT as an action item. If disapproved or tabled then the program coordinator sends proposal with comments back to faculty group.
3. CDQT reviews course request and syllabus especially as it SOE themes, technology, program standards and SOE mission.
    a. If CDQT approves proposal, then CDQT chair submits the course request proposal and syllabus to the Dean of Education as an action item for the next School of Education (SOE) faculty meeting
    b. If the proposal is disapproved or tabled, then CDQT chair sends proposal with comments back to program team.
4. SOE faculty reviews the course request and syllabus especially as it addresses SOE themes, technology, program standards and SOE mission.
    a. If SOE faculty approves proposal, then the program team coordinator submits course request proposal and syllabus to the Dean of Education's office at Indiana University Bloomington.
    b. If the proposal is disapproved or tabled, then Dean sends proposal with comments back to program team.
5. Dean of Education's office at Indiana University Bloomington sends the request to Education Council representatives throughout the Indiana University system for a 2-week remonstrance period.
6. If there is no remonstrance, then the course request is submitted to the Academic Affairs office and the Academic Affairs office is informed that the course has cleared remonstrance.