



## **Mesa State College**

Faculty Senate's Curriculum Committee

# **Curriculum Policies and Procedures Manual**

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## **I. Mission, Senate Guidelines, Purposes, Composition, Officers, and Meetings**

### **A. Mission**

The Curriculum Committee of Faculty Senate is charged with the responsibility for overall examination and approval of the undergraduate curriculum.

### **B. Guidelines for Faculty Senate Standing Committees**

(from the “Policy and Procedures Manual for Faculty Senate Standing Committees”)

The following guidelines apply to the standing committees of the Faculty Senate:

1. Faculty members are appointed by the Faculty Senate and serve rotating terms of three years. Terms of office shall run concurrent with the academic year.
2. Student representatives are appointed by the ASG and serve for the academic year
3. Administrative officers serve at the pleasure of the president and are non-voting ex-officio members.
4. Committees elect their officers annually in the fall at the first meeting or in the spring at the last meeting for the following fall. For organizational purposes the Faculty Senate Vice President will designate one of the committee members responsible for organizing the first meeting until officers are elected by the committee.
5. Committees hold meetings as necessary to accomplish the purposes and to discharge the responsibilities assigned. Committees must meet at least once during the academic year.
6. The secretary of the committee keeps minutes and distributes them to the committee members, to the Faculty Senate, and to the Offices of the Vice President of Academic Affairs and the President.
7. Annual reports on the work of each committee are made to the Faculty Senate, and to the Office of the President at the close of the academic year, or at the first meeting of the Senate in the fall.
8. Committees may establish subcommittees as necessary. Membership on subcommittees is not restricted to the members of the standing committees.
9. The president of the Faculty Senate, or a designated alternate, serves as an ex-officio member on all committees.
10. All charges to committees are to come from or be approved by Faculty Senate.
11. Committee proposals and/or policy recommendations, written as motions, are sent to Senate two weeks before members of the committee attend a Senate meeting to present the motion.
12. By a two-thirds vote of the Senate a report from a committee may be called for and action taken by Senate.
13. Article II, Section 2, of the By-Laws of Mesa State College Faculty Organization Constitution relates to committees.
14. By a majority vote of the committee, or by recommendation of the officers, new items may be added to their agenda as long as they fall under the scope of their jurisdiction as outlined in the policies below.
15. Committee minutes and reports will be received by the Faculty Senate at the start of their regular meetings before other business is conducted, unless an exception is made by a majority vote of the Faculty Senate. The Senate can receive and act on minutes from the

standing committees in the same meeting if they are sent to the Senate at least 7 days prior to that meeting.

16. Each standing committee has unique purposes which should be reflected in its composition. [At this point in the document, the Guidelines elaborates committee membership that does not pertain to the Curriculum Committee.] The purposes and compositions of the committees are as follows:

### **C. Purposes**

The Curriculum Committee shall

1. study proposals from academic departments for curricular changes and satisfy itself
  - a. of the need for the change;
  - b. whether the need is demonstrated,
  - c. that the curriculum is balanced;
2. study the manner in which the new curriculum can be articulated with existing programs, staff and facilities, and without duplication
3. study the role of non-credit courses and non-traditional credit activities (including those identified in the catalog) and their articulations with regular programs,
4. examine program review documents and make recommendations to Faculty Senate on curricular issues
5. recommend to Faculty Senate patterns of action relative to curriculum revision and development.

### **D. Composition**

The Curriculum Committee shall be composed of:

1. One elected faculty member from each academic department,
2. One representative from Western Colorado Community College,
3. One student. The student (non-voting) is to be appointed by ASG.
4. Ex-officio (non-voting) members are:
  - a. the Registrar,
  - b. Vice President of Academic Affairs or designee,
  - c. a library representative,
  - d. the academic schedule coordinator, and
  - e. the president of the Faculty Senate,
5. A secretary (non-voting) who traditionally is a staff employee assigned by Academic Affairs.

### **E. Officers and Executive Subcommittee**

The Curriculum Committee's officers are:

1. chair, who is elected by the Curriculum Committee and serves a one-year term,
2. vice chair, who is elected by the Curriculum Committee and serves a one-year term and who serves on, or designates a representative to, the WCCC Curriculum Committee, and
3. catalog description reviewer, who is the representative of the Department of Language, Literature and Mass Communications.

The Executive Subcommittee is comprised of the officers.

## **F. Meeting Dates, Time, Agendas and Minutes**

### **1. Committee Meeting Dates and Times**

- a. Curriculum Committee meetings are conducted in open forum; all interested parties are welcome to attend.
- b. The committee generally meets from 3:30-5 p.m. on the fourth (4<sup>th</sup>) Thursday of each month during the academic year, with the exception of November, December, March, and April when the committee convenes on the 2<sup>nd</sup> Thursday.

### **2. Agendas**

- a. Agendas are distributed to the committee and posted for the campus community at [www.mesastate.edu/faculty/senate/curriculum](http://www.mesastate.edu/faculty/senate/curriculum) one week prior to each meeting.
- b. If necessary to complete the agenda, the meeting time can be extended by a majority vote of the committee members present.
- c. Additionally, continuation of a meeting may be held at another time to complete the agenda.

### **3. Minutes**

- a. Minutes are distributed to the committee via email on the Monday following the committee meeting.
- b. Committee members have one week to review and make corrections.
- c. If no corrections are noted, the minutes stand approved one week after being distributed.
- d. If corrections are noted, corrected minutes will be sent for the committee's review/approval via email and/or may be approved at the next committee meeting.
- e. Approved minutes are distributed to committee members, Faculty Senators, and department heads and posted on the committee website, [www.mesastate.edu/faculty/senate/curriculum](http://www.mesastate.edu/faculty/senate/curriculum).

### **4. Executive Subcommittee Meetings**

- a. In order to eliminate problems with proposals, the Committee's executive subcommittee (chair, vice chair, and course description evaluator) will preview the requests prior to their being sent to the entire committee.
- b. The executive subcommittee meets two weeks prior to the committee meeting.
- c. Faculty members and/or department heads may be asked to attend these meetings if proposals from their department need extensive clarification or revisions.

## II. Procedures and Deadlines for Program and Course Changes

### A. Approval Process and Hierarchy

1. All proposals for creation, modification and deletion of cataloged courses and degree programs (including certificates, associates degrees, bachelors degrees, majors, concentrations, emphases, cognates, and minors, but excluding WCCC technical certificates) must be approved by the following bodies or individuals in the sequence indicated:

Proposing department's faculty  
Proposing Department Head  
Proposing department's Curriculum Committee representative  
Heads of impacted departments  
Library \*  
Course Description Evaluator \*\*  
Curriculum Executive Subcommittee  
Curriculum Committee  
Faculty Senate, via Curriculum Committee minutes  
Vice President for Academic Affairs  
President  
Mesa State College Board of Trustees \*\*\*  
Colorado Department of Higher Education \*\*\*\*

\* For creation of programs and courses  
\*\* For creation and modification of courses  
\*\*\* For creation of new academic programs and other substantive changes  
\*\*\*\* For majors only

2. In the case of a certificate program proposals that requires "fast track" approval due to demonstrated market demand, the Curriculum Executive Subcommittee can approve on behalf of the Curriculum Committee and the Faculty Senate Executive Subcommittee can approve on behalf of the Faculty Senate, with the Curriculum Committee and Faculty Senate notified at their next meetings.

When a course from one department is included in a program proposed by another department, the proposing department will discuss the situation with the course's host department before submitting the program for approval. The host department always retains control over approval of instructor, syllabus, textbook and method of delivery.

### B. General Flow

1. Departments initiate all proposals for curricular changes.
2. Procedures for developing and approving curriculum changes at the departmental level may vary among departments.
3. The department Curriculum Committee representative must review all documents for correctness and completeness before they are accepted onto the Committee's agenda.

4. Proposals must meet all Mesa State College curricula policies.
5. Departments submit proposals according to deadlines explained below.
6. The Curriculum Committee secretary organizes proposals.
7. The Curriculum Executive Subcommittee examines proposals and formulates the Committee's agenda.
8. When a proposal is being considered, a representative from the program/department must attend the Curriculum Committee meeting.
9. Approved proposals are passed through the hierarchy presented above.

### **C. Deadlines for Submission of Proposals**

1. Curriculum proposals and other agenda items must be received by the Office of Academic Affairs by Noon three weeks prior to the meeting.
2. A week before submitting to Academic Affairs, proposals to add programs or courses must be submitted to the Committee's library representative, who will initiate the process for a library assessment which will be sent directly to Academic Affairs and to the submitting department in time for the proposal to be examined by the Executive Subcommittee.
3. A week before submitting to the Office of Academic Affairs, proposals to add courses or to modify course catalog descriptions must be submitted to the Committee's Course Description Evaluator.
4. The Curriculum Committee will approve and post an annual schedule that indicates the specific dates for all intermediate and final deadlines.

### **D. Deadlines for Implementation of Changes**

#### 1. Catalog Deadlines for Substantive Changes

- a. Substantive changes must appear in a Mesa State College catalog before they can be implemented.
- b. Final deadline for proposals to be submitted to Curriculum Committee for possible implementation in the following academic year is the published deadline prior to the committee's February meeting.
- c. Examples of substantive changes:
  - Additions of programs including baccalaureate degrees, associates degrees, certificates, concentrations, minors (with conditional approval of Concept Paper for degrees)
  - Additions of existing courses or other requirements to any degree or program.
  - Deletions of courses from program requirements.
  - Additions of new courses that will be required in any degree or program.
  - Additions or deletions of courses to the baccalaureate general education list.
  - A change in the category of general education under which a course is listed.
  - Modifications to a course which is required in any degree or program.

This includes:

- Credit hour changes
- Prerequisite and co-requisite changes

Note: Number changes and level changes are not modifications. They must be processed as a course deletion and addition. Course numbers should only change when making a substantive change, therefore the old course should be deleted and the newly numbered course added.

Note: Immediately upon approval by the Curriculum Committee, Faculty Senate, and Vice President for Academic Affairs, minor changes to course descriptions may be implemented. (Course is still essentially the same course and may be used for a student's grade improvement).

## 2. Course Schedule Deadlines for Non-substantive Changes

- a. Non-substantive changes affecting the information in a class schedule must be approved before the first printing of that schedule.
- b. Deadlines for submission to the Curriculum Committee are the published deadlines for the committee's January meeting for summer and fall terms; the published deadlines for the Committee's September meeting for J-term and spring terms.
- c. Examples of non-substantive changes:
  - Addition, deletion, or modification of a course that is not required for any degree or program (elective only). This would include courses that were formerly experimental and are now being requested as regular (elective) courses.
  - The addition or deletion of a course that is among a group of courses from which a student may choose to satisfy a program requirement (e.g., if requirement states that the student must "choose two courses from the following list," a course added to or deleted from that group would be considered a non-substantive change).
  - Addition of an experimental course (experimental courses cannot be requirements for a degree).
  - Course title change (but actual course remains essentially unchanged).

## **E. Special Considerations for Intra-Departmental Changes**

In order to facilitate curriculum change proposals that do not affect departments other than the department submitting the proposals, the Executive Subcommittee will attempt to group such proposals as one agenda item. Examples are proposals to:

- Modify a course prerequisite within the same department.
- Modify a course co-requisite within the same department.
- Modify a course title.

- Modify a course catalog description.
- Establish a cross-listed course within the same department.
- Modify list of recommended electives in a program.
- Modify sequencing of courses within a program.
- Modify name of an emphasis, cognate, track, or concentration.
- Modify a program in a way that
  - does not alter faculty, space, library, lab or other resource requirements, AND
  - does not affect any other department, AND
  - does not alter student admission or graduation requirements, AND
  - does not adversely affect student progress through the program, AND
  - does not create any hidden prerequisites.

### **F. Program and Course Clean-Up**

Whenever a program or course modification is submitted to the Curriculum Committee, it will be subject to conform to all currently existing Curriculum Policies.

### **G. Conditional Approval**

The Curriculum Committee can approve the creation, modification or deletion of a program or course subject to certain conditions, such as correcting wording on the forms. In the case of such conditional approval, the proposing department must work with the Executive Subcommittee to complete the approval process before the next Curriculum Committee meeting. The proposing department should not resubmit forms through the original channels for initiating changes. Rather, the proposing department should email the corrected forms directly to the Committee's secretary.

### III. Policies Pertaining to Course Additions, Deletions, and Modifications

#### A. Course Numbering

1. Course Prefix

a. The course prefix is determined by the department and approved by the Curriculum Committee. A prefix should be four characters and should be as closely related to the department or subject matter as possible. More than one prefix may be associated with courses in a department.

b. Requests for new course prefixes (i.e., a new series of courses for which there is no existing prefix) should be submitted as a course addition using the “New” option in the drop-down menu. Prefixes that have been dropped may not be used again. If creating a new prefix, please contact the Academic Schedule Coordinator.

c. Change of an existing prefix should be submitted as a memorandum to the committee with a listing of courses and prefixes that will be changed along with a justification for the change. An indication of departmental faculty support for the request should be included in the justification. If only selected courses within a current prefix listing are to be changed to a new prefix, the procedure for the request is the same, and the memorandum should list those courses that will carry the new prefix.

d. Serious consideration of any request to change a prefix is imperative, because the mechanics of doing so are very time consuming and complicated. (This procedure includes ending the current courses, complete recoding of the courses with their new prefix, and making appropriate changes to all co-requisite and prerequisite courses carrying the old prefix. Prefix changes must also be adjusted in the CAPP system, the transfer articulation database, and the automated pre-requisite/co-requisite/and repeat processes.)

2. Number

a. The course number consists of two elements: the first digit, which indicates the course level and the next two digits which may indicate a particular departmental series or one of the reserve-numbered series defined on the following pages.

b. When a course is deleted that course number may not be used again unless the old course is reinstated. This is to avoid problems with course repeats, coding in the CAPP system, and co-requisites and pre-requisites.

3. Level

a. The course number after the prefix typically indicates the college year in which the courses should ordinarily be taken.

b. Courses numbered 01-099 are developmental in nature, not intended for transfer purposes, and will not fulfill degree requirements.

c. Courses numbered 100-299 are considered lower-division;  
100-199 Primarily for freshman students; 200-299 Primarily for sophomore students

d. Courses numbered 300-499 are considered upper-division;  
300-399 Primarily for junior students ; 400-499 Primarily for senior students

e. Courses numbered 500-599 are primarily for students enrolled in master's-level programs. The Graduate Council oversees all 500-level courses and master's programs, including 580 numbered in-service courses.

#### 4. Reserved Numbers

The following course numbers are reserved to meet specific needs within the College:

- a. X87 – Research courses
- b. X91 – Directed Readings
- c. X93 – Cooperative Education
- d. X94 – Seminars
- e. X95 – Independent Study
- f. X96 – Topics
- g. X97 – Practicum
- h. X99 – Internships

### **B. Catalog Description**

1. The Curriculum Committee requires that authors receive feedback from the committee's course description evaluator before submitting a proposal for a new course or modifying the description of an existing course. Please submit your proposed description via e-mail or campus mail to the course description evaluator by the published deadlines.

#### 2. Guidelines:

- a. Descriptions do not need to be furnished for reserve-numbered courses (i.e., Independent Study, Topics)
- b. Course descriptions should always begin with a noun or noun phrase. Ex: "Exploration of..."; "Approaches to..."; "Ecological development of..."
- c. Descriptions should not exceed 60 words and in most cases should be much shorter than that.
- d. Descriptions should offer only the most basic information about the course's content. Unless it is part of the fabric of the course, it is unnecessary to provide information about grading procedures, pedagogical approaches, or other information about the structure and style of the course.
- e. The first sentence will always be a fragment. Authors may use their own discretion in deciding whether later sentences are complete or fragments.
- f. Prerequisites, co-requisites, and semester of offer are not part of the description, but should be provided to the Committee in a proposal for a new course.

#### 3. Examples

a. An example of a poorly worded course description:

TRAV 201 Management in the Travel Industry I

An opportunity to explore operating techniques and problems of the major industries involved in tourism, travel, and hospitality through the eyes of the operating manager. This will include development of specific skills used within various industries. Prerequisites: TRAV 102 or permission of instructor.

b. *Problems with that example: The first sentence is not a noun phrase and expendable information has been included.*

c. A much better course description:

TRAV 201 Management in the Travel Industry I  
Exploration of operating techniques and problems of the major industries involved in tourism, travel, and hospitality through the eyes of the operating manager. Specific skills used within various industries are developed. Prerequisites: TRAV 102 or permission of instructor.

### **C. Course Learning Objectives**

All proposals to create a course must include a list of student learning objectives.

All proposals to modify course descriptions or topical course outlines must include lists of the previous and the new course learning objectives.

The list of learning objectives will be preceded with the statement “Upon completion of this course, a student should be able to:” and the following list of objectives should be numbered. Each objective will be measurable.

Course learning objectives should also be included in the course syllabus each time the course is taught.

### **D. Topical Course Outline**

All proposals to create a course must include a topical course outline.

All proposals to modify course descriptions or course learning objectives must include the previous and new topical outlines.

The topical course outline will specify the major topics that are included in the course. Detail beyond the first level of the outline is not required. The submitted topical course outline will not include dates or textbook/readings references or other material that is often found in a syllabus.

### **E. Contact and Credit Hours**

“A contact hour is a programmed class period of not less than 50 minutes nor more than 60 minutes.” (From CDHE policies, <http://higher.ed.colorado.gov/publications/policies/Archive/iii-parth.pdf>)

The following table lists the ratio of contact hours to credit hours per CDHE policy. A “base contact hour” in the chart indicates the number of contact hours per week for a fifteen week semester.

CDHE Contact/Credit Hour Conversion Table		
Instructional Activity	Definitions	Minimum Base Contact Hours for One Credit Hour
Lecture	Formal presentation/communication by faculty	1.0
Recitation: Discussion Seminar	Two-way (student and faculty) communication of course materials	1.0
Laboratory: Academic/Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation, or practice	2.0
Laboratory: Vocational/Technical	Instructional activities involving training for employment in a work-like environment with active faculty teaching role.	1.5
Art Studio	Painting, sculpture, and other lab-type activities conducted by faculty.	2.0
Field Instruction	Instructional activities conducted by faculty and designed to supplement individual course work.	2.5
Music: Private Instruction	Formal presentation in a one-to-one relationship between student and instructor.	.5
Music: Studio	Band, ensembles, music labs and the like conducted by faculty.	2.5
Physical Education: Recreational Courses	Physical education and recreation activities conducted by faculty designed for the development of skill proficiencies.	2.0

See Section III.H below for hour requirement for independent study, directed reading, cooperative education, internship, practicum, and research courses

#### **F. Experimental/Selected Topics Courses**

1. Experimental and selected topics courses must meet all requirements for any course addition.
2. Experimental and selected topics courses can only be offered twice.

#### **G. Honors Courses**

1. Curriculum Committee approval is not required to add an Honors option for an existing course in an Honors student's program of study. That matter is handled by the Honors Program Director, the student, the faculty member for the course, and the Registrar.

2. Curriculum Committee approval is not required to designate a particular section of a cataloged course to be offered only for students in the Honors Program. That is a matter to be handled by the Honors Program Director, the affected Department Head, the assigned instructor and the Registrar.
3. Creating, modifying or deleting any course that is designated to be taken only by students in the Honors Program will be handled by the Curriculum Committee as any other course. The justification for creating or modifying a Honors-only course must include explanation of the components of the course that distinguish it from other courses that might cover the same content. This includes courses with the HNRS prefix proposed by the Honors Program Director as well as Honors-only courses proposed by academic departments.
4. Substantial modification to the structure of courses within the Honors Program will be proposed by the Honors Program Director and approved by the Curriculum Committee.

#### **H. Independent Study, Cooperative Education and Internship Courses**

For these independent learning experiences, there must exist an appropriate course which is approved by the Curriculum Committee, as are all other courses. Curriculum Committee approval is not required for any student to enroll in such courses. Rather, a student develops a Contract in conjunction with the supervising instructor before permission is granted to enroll in the course. The contract must specify the learning objectives and means of assessing student performance for that particular study. An independent study course will require a minimum of 30 hours of student work for each credit hour enrolled. A cooperative education or internship course will require a minimum of 45 hours on the job per each credit hour registered. A student must also meet all requirements specified in the College's Catalog.

#### **I. Alternative Delivery**

The Curriculum Committee does not approve the method of delivery of courses. However, any courses which are offered in an alternative delivery manner are expected to include the same degree of rigor as courses taught using traditional methods. Furthermore, any proposals for courses or programs which are intended solely or primarily for alternative delivery must be approved by the Curriculum Committee to ensure the academic rigor of the course is consistent with the College's traditional offerings. Such courses and programs will be subject to the same College assessment policies as all other courses and programs.

#### **J. Competency Credit, CLEP Exams, and Related Experiences**

Granting credit for competency or for passing CLEP examinations is a matter between the Registrar's Office, the student and the academic department in which the subject matter resides. The Curriculum Committee will not approve the creation of any specialized new course(s) to accommodate such non-traditional means of earning credit. Refer to academic policies, procedures of the Registrar's Office, and CDHE's guidelines for more information.

#### **K. Non-Credit Courses**

Courses that are not offered for credit may not be counted in degree programs or certificates.

## **IV. Policies Pertaining to Academic Programs**

### **A. Credit Hour Requirements**

1. 120 semester credit hours are required in every program, to include 3 semester credit hours of Applied Studies and 3 semester credit hours in Kinesiology. Each student must take KINE 100 plus two activity (KINA) courses.
2. Programs above 120 semester credit hours will be permitted only when it can be documented that such programs are consistent with professional accreditation and/or licensure as defined by CDHE policy.

### **B. Upper Division Course Requirements**

A minimum of 40 semester hours of credit must be earned in courses numbered 300 or higher. Exception for Bachelor of Applied Science is stated in Section IV.G.2. Exception for interdisciplinary majors is stated in Section IV.D.2.b.

### **C. General Education Requirement and Degree Categories**

(Note: “Degree Distinction” has been superceded by the Degree Category policies, described below, by action of Faculty Senate on April 2, 2009.)

1. General Education Requirement – Each student shall complete the minimum semester credit hour general education program (except when Honors English is taken) as specified by the Mesa State College faculty. The English requirement may be specified at the college level. The Mathematics requirement may be specified at the program level. Any college-wide general education requirements in a student’s primary discipline area will be replaced with a requirement for general education electives from other disciplines. Otherwise, students should be allowed to select their general education courses from the designated list according to their own preference, except as provided in Section IV.C.2.c.2.
2. Degree Categories -- The baccalaureate degrees offered at Mesa State College can be categorized into three distinct categories as are described below. Whenever a new degree program is proposed to the Curriculum Committee, the degree will be determined to be a part of a category based on the category description and will then be required to adhere to the category requirements.

#### **a. Category 1: Bachelor of Science**

1. Description: The Bachelor of Science degree is designed to give the student a strong technical background with an emphasis on math and science, which results in a more concentrated major and a firm foundation for highly technical graduate programs.

2. Category Requirements: A degree in this category will include 3 credit hours of mathematics or statistics or computer science beyond the General Education requirement. General Education cannot be prescribed for majors in this category.

b. Category 2: Bachelor of Arts

1. Description: The Bachelor of Arts degree embraces a traditional liberal arts education by exposing students to a wide range of disciplines and intellectual traditions in the arts and sciences.

2. Category Requirements: A degree in this category will include 6 sequential credit hours of foreign language. General Education cannot be prescribed for majors in this category.

c. Category 3: Professional, Technical or Other (PTO) Programs

1. Description: A professional, technical or other baccalaureate degree is one wherein the curriculum must align with the requirements or recommendations of a nationally recognized accrediting, licensing, certifying, or professional organization in order to maintain the academic integrity of the program. Any program which is proposed to be in the PTO category must identify the accrediting, licensing, certifying, or professional organization with which it aligns.

2. Category Requirements: All PTO programs that are designed as BS or BA will follow the category requirements unless they have applied to and received approval from the Curriculum Committee for an exception. General Education or Applied Studies cannot be prescribed in this category unless the program has received such an exception.

Programs will be granted exceptions to the category requirements (i.e.: prescribed general education or applied studies and/or deletion of language or math/stats requirement) only in cases where they cannot otherwise meet the requirements or recommendations of the nationally recognized accrediting, licensing, certifying, or professional organization referenced above within 60 credit hours.

All BAS, BBA, BFA, and BSN programs will be considered PTO Programs.

The number of hours required for a major in a PTO degree may exceed 60 hours when verified by the Curriculum Committee to be necessary to meet degree requirements which are set by the identified accrediting, licensing, certifying, or professional organization.

## D. Majors

### 1. Guidelines for traditional majors:

- a. Each student must complete at least 36 semester credit hours in a primary discipline and a maximum of 60 semester credit hours with support courses, except as noted above for PTO Programs
- b. Majors consisting of more than 48 semester credit hours in the primary discipline are permitted only when it can be documented that such programs are consistent with professional accreditation and/or licensure, except as noted above for PTO Programs.
- c. At least fifty percent of the credit hours required for the primary discipline shall be in courses numbered 300 and above.

### 2. Guidelines for interdisciplinary majors:

- a. Each approved major will consist of 45-75 semester hours of credit derived from three or more disciplines as identified by course prefix.
- b. At least 24 hours of the designated course work must be at or above the 300 level and consist of courses from at least three disciplines as identified by course prefix.
- c. Majors with designated course work beyond 75 semester hours will be permitted only where documentation reflects professional accreditation, licensure, technology and industry standards, or graduate school requirements.

### 3. Concentrations

- a. For traditional majors, a concentration is a related set of courses within the primary discipline. In programs where two or more areas of concentration are to be offered under a major, a core curriculum shall be common to all programs.
- b. Concentrations do not apply to interdisciplinary majors.

## E. Minors

1. Minors should consist of 15-24 semester credit hours. Prerequisites outside the minor prefix should not be counted within the 15-24 hours. It is required that a minor, if selected, be outside the major so as to encourage a secondary focus to broaden the scope of the educational experience.

2. Mesa State College shall allow double counting of courses in achieving minor(s). Credit hours for the completion of a minor may include:
  - General education credits
  - Course requirements specific to a majorNote: Double counting may not occur between general education and course requirements specific to a major.
3. At least 33 percent of the credit hours required for the minor must be in courses numbered 300 and above.

## **F. Proposal Format for New Programs**

1. All proposals for degree programs will be written in accordance with Section I, Part B of the CDHE Policy Manual.
2. Suggested minors shall be identified in the proposals for degree programs.
3. Proposals for new programs must meet the above guidelines as well as include the information described below:
  - a. Name of program.
  - b. Name of department proposing program.
  - c. Name and contact information for person preparing forms.
  - d. Program goals as they pertain to Mesa State College's goals and objectives and Mesa State College's Role and Mission.
  - e. Curriculum, including the identification of new courses and the numbers, names, and sequencing of all courses.
  - f. List of faculty and their qualifications. (Is there a need for additional faculty?)
  - g. Rationale and justification for the program demonstrating the demand.
  - h. For Professional, Technical or Other Programs, the justification must include:
    - (1) Rationale for program to be in the PTO category.
    - (2) Statement as to how the curriculum aligns to the requirements or recommendations of the nationally recognized accrediting, licensing, certifying or professional organization.
    - (3) Rationale for the program to exceed 60 credit hours, if applicable.
    - (4) Rationale for prescribing General Education courses, if applicable.
    - (5) Rationale for prescribing Applied Studies courses, if applicable.
    - (6) Explanation as to how a transfer student with an AA degree in the discipline of that program can graduate by completing only an additional 60 hours.
  - i. Intended delivery mode for program.
  - j. Department's recommendations for additions to the Library's collection.
  - k. Enrollment Projections, Table 1.
  - l. Physical Capacity Estimates, Table 2.
  - m. Program Costs –Projected Expense and Revenue Estimates, Table 3.
  - n. Library Analysis of current holdings to support program (prepared by the Library).
  - o. Program sheet.

4. The head of each academic or technical department is responsible for presenting all proposals for degree programs from his/her department to each on-campus review body. Proposals for multi-disciplinary majors and/or minors will be presented by the heads of all departments associated with the proposal.
5. The Vice President for Academic Affairs is responsible for presenting the proposals for degree programs to the Mesa State College Board of Trustees and the CDHE (Colorado Department on Higher Education).

### **G. Bachelor of Applied Science**

The following conditions exist for the Bachelor of Applied Science (BAS) degree and must be specified on the program sheet.

1. To be admitted to the BAS, a student must have earned an Associate of Applied Science (AAS) degree. Thirty-six (36) hours from the technical coursework of that AAS degree transfer into the BAS as a block of courses. Other associates degrees can be considered if they are judged to be equivalent to an AAS. Conditional admission may be granted to a student who is in the process of completing an AAS.
2. The BAS degree must contain at least 33 hours of upper division courses.
3. The BAS degree must contain the College's prescribed General Education program. General education courses may be transferred into the College.
4. No Recommended Sequence of Courses sheet is required as the remaining courses to be taken vary from one student to the next.

### **H. Certificate Programs**

Departments may propose creation, modification or deletion of certificate programs, which do not need to include the College's General Education requirements. Certificate programs specify fields of study rather than majors.

1. Certificate is a program of study of 1-14 credit hours. Certificates may include continuing education (i.e., non-cataloged courses).
2. Certificate of Occupational Proficiency is a program of study for programs of 15-30 hours.
3. Technical Certificate is a program of study of 31-59 hours.

## I. Atypical Packaging of Programs

1. For programs that are packaged in atypical manners, the undergraduate portion of such programs must be approved through the normal channels for undergraduate programs. One example of such unique packaging is a “3+2” program, from which a graduate earns both a bachelors and a masters degree.
  - a. If there are no changes to an existing undergraduate program which is proposed to be packaged in an atypical manner, the required documents are
    - i. a justification of need for the atypical packaging,
    - ii. the CDHE forms for the atypical packaging,
    - iii. the current program sheet for the previously approved program, and
    - iv. the proposed course sequencing for the new packaging.
  - b. If there are changes to an existing undergraduate program which is proposed to be packaged in an atypical manner, the proposal must be approved as any other modification to a existing program, including all the required documentation plus
    - i. a justification of need for the atypical packaging,
    - ii. the CDHE forms for the atypical packaging, and
    - iii. the proposed course sequencing for the new packaging.
  - c. If a unique set of undergraduate courses is proposed to be packaged in an atypical manner leading to an undergraduate degree and that unique set of courses is not presently approved as a program of study, that set of courses must be approved as any other proposal for a new program, including all the required documentation plus
    - i. a justification of need for the atypical packaging as well as justification for the need for the new program,
    - ii. the CDHE forms for the atypical packaging, and
    - iii. the proposed course sequencing for the atypical packaging.
2. Within “3+2” programs, no course can be counted for both the bachelors portion and the masters portion of the program.

## J. Program Sheet Format for Restricted Electives

1. When a program includes a set of restricted electives within the major, there must be lines on the program sheet for the student to list the chosen electives. The set of electives need to be listed below with course prefixes, numbers, names and credit hours.

2. Illustration of the above requirement: Choose 7 semester hours chosen from list below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **RESTRICTED ELECTIVES:**

CHEM 315/315L Biochemistry and Lab (3) / (1)  
CHEM 396 Topics (1-3)  
CHEM 411 Main Group Elements (3)  
CHEM 412 Transition Elements (3)

CHEM 421 Advanced Organic Chemistry I (3)  
CHEM 422 Advanced Organic Chemistry II (3)  
CHEM 431/431L Instrumental Analysis and Lab (3) / (1)  
CHEM 482 Senior Research I (2)  
CHEM 496. Topics (3)

## **K. Proposals for Deleting a Program**

1. A proposal to delete an academic program shall include a Program Deletion Form, justification for the proposed deletion, and a detailed “teach out” plan for students then currently in the program to be able to complete their studies in that program.
2. The head of each academic or technical department is responsible for presenting all proposals for degree programs from his/her department to each on-campus review body.
3. The Vice President for Academic Affairs is responsible for presenting the proposals for degree programs to the Mesa State College Board of Trustees and the CDHE.

## **L. Proposals for Modifying a Program**

1. All proposals for modifying degree programs must adhere to CDHE Policy.
2. Proposals for modifying programs must meet the above guidelines as well as include a Program Modification form, and the information described below:
  - a. Name of program.
  - b. Name of department proposing program.
  - c. Name and contact information for person preparing forms.
  - d. Description of the proposed modification.
  - e. Justification for the program modification.

If the program is already a PTO Program with 60 or more hours in the major and the modifications cause the number of hours in the major to increase, OR if the program is a B.A. or B.S. and the modifications cause the hours in the major to exceed 60 (which constitutes an application for moving the program to PTO category), the justification must include:

    - (1) Rationale for the move to the PTO category.
    - (2) Statement as to how the curriculum aligns to the requirements or recommendations of the nationally recognized accrediting, licensing, certifying or professional organization.
    - (3) Rationale for the program to exceed 60 credit hours, if applicable.
    - (4) Rationale for prescribing General Education courses, if applicable.
    - (5) Rationale for prescribing Applied Studies courses, if applicable.
    - (6) Explanation as to how a transfer student with an AA degree in the discipline of that program can graduate by completing only an additional 60 hours.
  - f. Program sheet, showing changes from old version to new version.
3. The head of each academic or technical department is responsible for presenting all proposals for degree programs from his/her department to each on-campus review body.
4. The Vice President for Academic Affairs is responsible for presenting the proposals for degree programs to the Mesa State College Board of Trustees and the CDHE.

## **M. Special Procedures for Modifying Programs Due to Eliminating Degree Distinction**

Note: In fall 2009, each bachelor degree program sheet must be resubmitted to the Curriculum Committee according to the following policies. Those program sheets will be effective at the start of the 2010-2011 academic year.

Note: Section M will be removed from the Curriculum Policies and Procedures Manual in Spring 2010 after all programs have been converted to the Degree Categories specifications passed by Faculty Senate on April 2, 2009.

### 1. Bachelor of Science

- a. Each B.S. program sheet must be modified in the following manner. The effective years of the program sheet will be updated to 2010-2011, Degree Distinction will be removed, the Mathematics/Statistics/Computer Science course that was in Degree Distinction will be placed inside the major, and the Humanities or Social and Behavioral Science course that was in Degree Distinction can be either placed within electives or placed within the major at the discretion of the submitting department.
- b. If the only changes to the program sheet result from the action described in IV.M.1.a. AND if the changes do not increase the number of credit hours in the major to more than 60, the submitting department may use the Intradepartmental Change Memo. The justification narrative need only indicate that “This change is submitted to align with the new B.S. degree category specifications.”
- c. If there are changes to the program sheet in addition to those described in IV.M.1.a., the submitting department must follow the regular submission procedures for modifying a degree program, as explained in IV.L.
- d. After applying the procedure described in IV.M.1.a., if the number of credit hours in the major exceeds 60, then the department must apply for PTO Program status as explained in IV.L.

### 2. Bachelor of Arts

- a. Each B.A. program sheet must be modified in the following manner. The effective years of the program sheet will be updated to 2010-2011, Degree Distinction will be removed, the six hours in the two FLA<sub>x</sub> classes and the accompanying wording that was in Degree Distinction will be placed inside the major.

- b. If the only changes to the program sheet result from the action described in IV.M.2.a. AND if the changes do not increase the number of credit hours in the major to more than 60, the submitting department may use the Intradepartmental Change Memo. The justification narrative need only indicate that “This change is submitted to align with the new B.A. degree category specifications.”
  - c. If there are changes to the program sheet in addition to those described in IV.M.2.a., the submitting department must follow the regular submission procedures for modifying a degree program, as explained in IV.L.
  - d. After applying the procedure described in IV.M.2.a., if the number of credit hours in the major exceeds 60, then the department must apply for PTO Program status as explained in IV.L.
3. Bachelor of Applied Science, Bachelor of Business Administration, Bachelor of Fine Arts, and Bachelor of Science in Nursing
- a. Each BAS, BBA, BFA, and BSN program sheet must be modified in the following manner. The effective years of the program sheet will be updated to 2010-2011, Degree Distinction will be removed, and the six hours and accompanying wording that was in Degree Distinction may be placed in the major at the discretion of the submitting department.
  - b. If the only changes to the program sheet result from the action described in IV.M.3.a., the submitting department may use the Intradepartmental Change Memo. The justification narrative need only indicate that “This change is submitted to align with the new PTO Program degree category specifications.”
  - c. If there are changes to the program sheet in addition to those described in IV.M.3.a., the submitting department must follow the regular submission procedures for modifying a degree program as explained in IV.L.

**Appendix A. CDHE Forms Required for New Academic & Technical Programs**

**TABLE 1: ENROLLMENT PROJECTIONS**

Name of Program: \_\_\_\_\_  
 Degree Title \_\_\_\_\_  
 Name of Institution: \_\_\_\_\_

**DEFINITIONS:**

Academic year is the period beginning July 1 and concluding June 30.

Headcount projections represent an unduplicated count of those students officially admitted to the program and enrolled at the institution during the academic year.

FTE is defined as the full-time equivalent number of those students majoring in the program, regardless of the classes enrolled, during the academic year.

Program graduate is defined as a student who finishes all academic program requirements and graduates with a formal award within a particular academic year.

**SPECIAL NOTES:**

To calculate the annual headcount enrollment, add new enrollees to the previous year headcount and subtract the number who graduated in the preceding year. Adjust by the anticipated attrition rate.

To calculate FTE, multiply the number of students times the projected number of credit hours degree seeking students will be typically enrolled in per year and divide by 30.

The data in each column is the annual **unduplicated** number of declared program majors. Since this table documents program demand, course enrollments are not relevant and shall not be included in the headcount or FTE data.

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Full Implementation
1-a	In-state Headcount						
1-b	Out-of-State Headcount						
2	Program Headcount						
3-a	In-state FTE						
3-b	Out-of-State FTE						
4	Program FTE						
5	Program Graduates						

\_\_\_\_\_  
 Signature of Governing Board Officer

\_\_\_\_\_  
 Date

**TABLE 2: PHYSICAL CAPACITY ESTIMATES**

Name of Program: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Purpose: This table documents the physical capacity of the institution to offer the program and/or the plan for achieving the capacity. Complete A or B.

Part A

I certify that this proposed degree program can be fully implemented and accommodate the enrollment projections provided in this proposal without requiring additional space or renovating existing space during the first five years.

\_\_\_\_\_  
Governing Board Capital Construction Officer Date

Part B

	Column 1	Column 2	Column 3		Column 4		Column 5	Column 6
ASSIGNABLE SQUARE FEET	TOTAL NEEDED	AVAILABLE	RENOVATION		NEW CONSTRUCTION		LEASE/RENT	REVENUE SOURCE*
TYPE OF SPACE			Immed	Future	Immed	Future		
Classroom								
Instructional Lab								
Offices								
Study								
Special/General Use								
Other								
<b>TOTAL</b>								

\* Capital Construction Fund (CCF), Research Building Revolving Fund (RBRF), Gift (GIFT), Grant (GR), Auxiliary Fund (AUX)

Attach a narrative describing the institutional contingency plan that addresses the space requirements of the proposed program or alternative delivery options, in the event that the request for capital construction or renovation is not approved.

\_\_\_\_\_  
Governing Board Capital Construction Officer Date

Approved Policy I-B-10 June 5, 2003

**TABLE 3 – PROJECTED EXPENSE AND REVENUE ESTIMATES**

All cost and revenue projections should be in constant dollars (do not include an inflation factor).

		ESTIMATED AMOUNT IN DOLLARS (PV)				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Expenses:</b>						
1	Faculty					
2	Financial Aid specific to program					
3	Instructional Materials					
4	Program Administration					
5	Rent/Lease					
6	Other Operating Costs					
7	Total Operating Expenses					
<b>Program Start-Up Expenses</b>						
8	Capital Construction					
9	Equipment Acquisitions					
10	Library Acquisitions					
11	Total Program Start-Up Exp.					
<b>TOTAL PROGRAM EXPENSES</b>						
<b>Enrollment Revenue</b>						
12	General Fund: State Support					
13	Cash Revenue: Tuition					
14	Cash Revenue: Fees					
<b>Other Revenue</b>						
15	Federal Grants					
16	Corporate Grants/Donations					
17	Other fund sources *					
18	Institutional Reallocation **					
<b>TOTAL PROGRAM REVENUE</b>						

\*\* If revenues are projected in this line, please attach an explanation of the specific source of the funds. If reallocated, the specific departments and the impact the dollars will have on the departments that will provide the reallocated dollars.

\_\_\_\_\_  
Signature of Governing Board Financial Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Approved Policy

I-B-12

June 5, 2003

**Appendix B. Library Curriculum Assessment Form**  
**Tomlinson Library -- Mesa State College**

The following form is a snapshot of the library's collection in support of new curriculum areas and/or course additions (if appropriate).

Date of assessment: \_\_\_\_\_

Collection under review: \_\_\_\_\_

Program level (circle):      Certificate      Associates      Bachelors      Masters

Delivery mode: \_\_\_\_\_

Library Liaison: \_\_\_\_\_

1. Current Collection Review (Library staff completes)

a. Reference Sources:

b. Monographic Sources:

- Age Analysis of Monographic Collection (attached)

c. Periodicals (online and paper):

d. Electronic Resources:

2. Recommendations for additions to the collection (Faculty member and/or library staff completes - attach additional sheets if required):

3. Analysis of library's collection (**Library staff completes**):

- This program requires no new library resources.
- Extra funding is required to adequately meet the informational needs of the program. Estimated resources needed \$ \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_