# University Policies and Procedures

**Board Order 08-46**

1. Policy Revisions ................................................................. 1
Minutes of the Telephone Meeting of the Board of Regents
Nacogdoches, Texas
August 26, 2008
Austin Building 307
Meeting 246

A special telephone meeting of the Board of Regents was called to order in open session at 11:00 a.m., Tuesday, August 26, 2008, by Chair Joe Max Green.

PRESENT IN AUSTIN ROOM 307:

Board Member: Mr. Joe Max Green, Chair
President: Dr. Baker Pattillo
Vice-Presidents: Dr. Richard Berry
Mr. Danny Gallant
Mr. Steve Westbrook
General Counsel: Ms. Yvette Clark
Other SFA administrators, staff, and visitors

PRESENT BY TELEPHONE:

Board Members: Mr. Carlos Amaral
Mr. Richard Boyer
Mr. James Dickerson
Ms. Valerie Ertz
Mr. Bob Garrett
Mr. Paul Pond
Mr. James Thompson
Mr. Melvin White

BOARD ORDER 08-46
Upon motion by Regent Ertz, seconded by Regent Pond, with all members voting aye, the following Academic Affairs item was approved:

POLICY REVISIONS

WHEREAS, the following was considered by the Board of Regents: The policy revisions attached are necessary to meet requirements for compliance with substantive change notification rules and guidelines of the Texas Higher Education Coordinating Board and the Commission on Colleges of the Southern Association of Colleges and Schools.
Included in this action are the revision of Policy A-4, Academic Curricula Review and Approval, and the adoption of a new policy, Policy A-70, Substantive Change. The general counsel has reviewed the proposed revisions.

Therefore, it was ordered that the Board of Regents approve the revision of Policy A-4, Academic Curricula Review and Approval, and the new policy, Policy A-70, Substantive Change.

The meeting was adjourned at 11:07 a.m.
Section I

A. Introduction

It is the responsibility of each academic unit of the university to maintain a current curriculum for the disciplines it represents. Academic department units must engage in continuous review of its curricula. To reach this goal, each academic department units will verify this objective by conducting a formal review of curricula every three to five years. A schedule proposed by the dean and department/school (hereafter referred to as department) chairs/directors (hereafter referred to as chair) within each college and approved by the provost will set time lines for the process.

B. Curriculum Modification Procedures

When modifications to a curriculum are necessary or a new course creation is needed, proposals for change of either type need to proceed according to the steps outlined in Section II of this policy. The proposal will be in writing. Forms for this purpose are available on the Provost’s web site linked below. When proposing changes to the curriculum, the originating department will submit its proposal (with the appropriate approval forms) according to the steps outlined in Section II of this policy. Curricular modifications that must follow the approval process include:

- New Courses
- Modified courses
- New programs (degrees, endorsements, certificates)
- Modified programs (degrees, endorsements, certificates)
- Deletion of courses and/or programs (degrees, endorsements, certificates)
- Changes in mode of delivery such as off-campus face to face, online instruction, and other distance delivery methods

Forms for this purpose are available on the Provost and Vice President for Academic Affairs web site.

C. Substantive Change
Any curricular changes that involve “substantive change” as defined by the Texas Higher Education Coordinating Board or the Southern Association of Colleges and Schools Commission on Colleges must be communicated to the appropriate entity and, if necessary under the rules of the entity, be approved before implementation. For further information see University Policy 70: Substantive Change.

Section II: Processes & Procedures For-for Curriculum Reviews, Modifications, & Approvals

NEW, MODIFIED, and DELETED Undergraduate and Graduate Majors/Programs (Certificates, Endorsements, and Teacher Certification degrees, endorsements, certificates) and CHANGES in mode of delivery

- Recommended approval by Department Curriculum Committee
- Recommended approval by Department Chair
- Recommended approval by appropriate Councils or Committees in the College
- Recommended approval by appropriate College Dean
- Recommended approval by University Undergraduate Council or Graduate Council
- Recommended approval by Council of Deans
- Approved by Provost/VPAA
- Approved by University President
- Approved by Board of Regents
- Approved by and/or appropriate notifications to the Texas Higher Education Coordinating Board, Texas Education Agency, State Board for Educator Certification, Southern Association of Colleges and Schools or other appropriate outside agencies and organizations.
- Inserted into the General Bulletin or Graduate Bulletin after complete approval by and/or notification to all above entities

NEW, MODIFIED and DELETED Undergraduate and Graduate Minors, Second Majors and Concentrations

- Recommended approval by Department Curriculum Committee
- Recommended approval by Department Chair
- Recommended approval by appropriate Councils or Committees in the College
- Recommended approval by appropriate College Dean
- Recommended approval by University Graduate or Undergraduate Council
- Recommended approval by Council of Deans
- Accepted by Provost/VPAA
- Inserted into General Bulletin or Graduate Bulletin after complete approval by and/or notification to all above entities
NEW, MODIFIED and DELETED Undergraduate and Graduate Courses

- Recommended approval by Department Curriculum Committee
- Recommended approval by Department Chair
- Recommended approval by appropriate Councils or Committees in the College
- Recommended approval by appropriate College Dean
- Recommended approval by University Undergraduate Council or Graduate Council
  Approved by Provost/VPAA
- Approved by the University President
- Approved by Board of Regents in the case of new courses
- Approved by Texas Higher Education Coordinating Board, Texas Education Agency State Board for Educator Certificate, Southern Association of Colleges and Schools or other appropriate outside agencies
- Inserted into General Bulletin or Graduate Bulletin after complete approval by and/or notifications to all above entities

1All NEW undergraduate and graduate degree programs must follow the Texas Higher Education Coordinating Board Policies and Procedures Manual and be submitted on either the Format for Non-substantive or Substantive Degree Program Requests (http://www.thecb.state.tx.us/UHRI/polprod/dp.htm)

2The Library Director at the Steen Library needs at least 60 days notification of any new programs and the content of any new courses to be offered prior to being considered by the campus-wide reviewing body. Notification may include a review of the proposed program or course. to know at a minimum the nature of the new program and the content of any new courses to be offered. So, the contact needs to be made after much of the proposal text has been developed but well enough in advance of presentation to the campus-wide reviewing body, at a minimum, about 60 days.

Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: THECB Instructions and CIP Codes; Policy A-69 Certificate Programs; Policy A-12.1, Course Incidental Fees; Policy A-24 Laboratory Fees; and University Policy A-70 Substantive Change

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs
Forms: SFASU.edu/Academic-Affairs/forms Course Proposal Forms and Laboratory/course fee request are available on the Academic Affairs website.
Stephen F. Austin State University (SFA) is committed to adhering to the policies and requirements of the Texas Higher Education Coordinating Board (THECB) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). In accordance with THECB and SACS policies, Stephen F. Austin State University will notify THECB and SACS of substantive changes prior to implementation and, where required by rules, will request approval of changes. The university is also committed to establishing and maintaining procedures to ensure compliance with THECB and SACS policies and providing information to faculty and staff regarding curricular and organizational changes requiring notification and/or approval. This policy applies to vice presidents, deans, department chairs, school directors, undergraduate and graduate program coordinators, university, college and departmental curriculum committees, and faculty and staff wishing to make a curricular or organizational change.

Procedures

In accordance with THECB and SACS policies, Stephen F. Austin State University will notify THECB and SACS of substantive changes prior to initiation and, where required by rules, will request approval of changes. The Office of the Provost and Vice President for Academic Affairs is responsible for submitting all communication to the appropriate governing body.

Substantive changes include but are not limited to:

- off-campus course and program offerings
- distance education course and program offerings
- online course and program offerings
- transmission of courses or programs through electronic means including teleconferencing
- courses and programs offered in conjunction with another institution through consortia or dual degree agreements
- adding a significantly different program
- offering courses or programs at a more advanced or lower level
- significantly altering the length of a program
- initiating degree completion programs
- renaming or establishing new academic organizational units (e.g., departments or schools)
- establishing a branch campus or off-campus instructional site
- establishing a merger or consolidation
- discontinuing a program or instructional site
Stephen F. Austin State University is required to notify THECB and SACS of substantive changes and to request approval in accordance with THECB and SACS policies. For example, SACS requires notification prior to implementation when offering 25-49% of the coursework required for program completion online, off-campus, or through distance education. SACS requires notification at least six months in advance and prior approval when offering 50% or more of the coursework required for program completion online, off-campus, or through distance education. Also, SACS requires notification, including submission of a prospectus, and approval six to 12 months before certain changes are initiated such as new degree programs that are a significant departure from current degree program offerings.

When preparing and reviewing course and program proposals that may involve a substantive change, proposal sponsors (i.e., faculty) and curriculum committees must follow and document adherence to curriculum review and approval policies and processes described in University Policy A-4: Academic Curricula Review and Approval. In addition, academic units proposing a new program or requesting approval for changes falling under the THECB or SACS definitions for substantive or organizational changes must prepare a prospectus in accordance with the requirements outlined in the SACS Substantive Change Policy and the THECB substantive change guidelines. The SACS prospectus and/or THECB proposal must accompany the Curriculum Change Request.

The Office of the Provost is responsible for conducting an ongoing review of curricular revisions to identify changes that may be substantive in nature and may require reporting or prior approval by THECB and/or SACS. The Provost and Vice President for Academic Affairs will make the final determination of changes that are substantive in nature and will initiate appropriate reporting and approval processes in compliance with THECB and SACS policies and procedures.

Additional information about the SACS Substantive Change Policy is available on their website http://www.sacscoc.org/SubstantiveChange.asp Additional information about THECB Substantive Change procedures is available at http://www.thecb.state.tx.us/reports/PDF/0205.PDF

Cross Reference: University Policy A-4: Academic Curricula Review and Approval; SACS Substantive Change Policy; THECB Substantive Change guidelines

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Academic Affairs Forms