Woodring Curriculum Committee

Undergraduate Curriculum Guidelines for Departments and College

The purpose of this document is to create a process for submission of materials to WCC that is in line with the Woodring Undergraduate Curricula Policy.

Department Level

1. Any proposals (e.g., new courses, new programs, revised courses, revised programs, or canceled courses or program) originate with faculty, program director, or department chair.

2. If faculty initiated, faculty member proposes changes to the program director or department chair and notifies WCC department representative.

3. Department chair vets request through program faculty and/or the department and notifies WCC department representative. Chair works with department program manager to conduct an online catalog search to determine implications of the proposal and determine appropriate collegial communication. Chair approves the proposal.

4. The initiator of change works with support staff to prepare e-sign forms (initiator is responsible for rationale, syllabi, course description, credit hours).

5. Department chair or program director routes the e-sign forms to other programs or departments that are affected by the changes.

6. Department support staff sends e-forms to wce.wcc@wwu.edu.
College Level

1. Associate Dean and WCC Chair access wce.wcc@wwu.edu mailbox to review eforms and contact departments if any changes are needed on eforms. Forms are resubmitted to wce.wcc@wwu.edu mailbox.

2. Chair works with WCC support staff to set agenda.

3. WCC support staff sends final agenda to WCC committee.

4. WCC committee meets, votes on agenda items.

5. WCC support staff amends e-sign forms if necessary, creates minutes.

6. WCC support staff sends minutes to the committee for a vote.

7. WCC support staff sends required copies of minutes to ACC.

8. WCC Chair sends approved e-sign forms to wce.tccc@wwu.edu. Tabled items are sent back to the initiator.

9. TCCC reviews and approves teacher education eforms.

10. Dean’s assistant sends approved TCCC minutes to ACC.

11. Dean’s assistant sends approved e-sign forms to Associate Dean to send to catalog office.