

Course Approval Teams (CAT)

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Approval dates: CAS Senate April 14, 2025; FAC April 28, 2025

Purpose:

- Approve new courses from member schools/colleges for inclusion in the catalog.
- Approve substantive course revisions (e.g., change in course outcomes) from member schools/colleges for inclusion in the catalog.

Scope:

- *In Scope/Responsibilities:*
 - Review and approve new course proposals, and revisions that include changes to course name, course descriptions, level, and pre/co-requisites; proposals should include a draft syllabus.
 - Recommend any necessary revisions during the review process.
 - Use standardized forms developed by the University Curriculum Committee
- *Out of Scope/Limitations:*
 - accreditation/ licensing standards
 - program level review/changes
 - Proposal or revision of General Education courses not housed within an academic discipline

Membership:

- *Faculty:* Each school/college will appoint members for its specific committee (3 -10 members). These members do not serve on the UCC.
- *Consultants* (non-voting members): Librarian, Academic Development, IT as needed
- *Committee leadership:* One chair for each committee. Chair will work 12 months, with a stipend for summer work.
- *Terms:* 3 years rotating.

Meeting Details:

- *Frequency:* One meeting at the beginning of the fall. This meeting orients new faculty to the role and reminds existing faculty of the process of course changes/review.
- Subsequent meetings (as needed) electronically.
- *Quorum:* N/A.
- *Rules:* N/A
- *Agenda:* A template agenda used by all university committees will be provided.
- *Minutes:* a spreadsheet will record information about each course proposal and the committee's decision. This spreadsheet will be made available to the Bethel community, as appropriate or upon request, and maintained in the appropriate Bethel repository.

Responsibilities:

- *Chair:* one for each school/college; each chair also serves on the UCC.
 - Chair receives new course proposals after approval by the chair/program director and/or Academic Development and distributes the proposal to the CAT for review.
 - The CAT will use the standardized forms created by the UCC for this review.
- *Vice-Chair:* N/A
- *Secretary:* N/A.
- *Members:* review course proposals as assigned by the committee chair using standardized forms and processes.

Reporting: The chair of this committee, or a designee determined by the chair, will report the decisions of this committee to the University Curriculum Committee as requested. The workflow and communication process will end with the University Registrar

Review Process

- This charter will be reviewed initially after one year.
- The charter will be reviewed no later than every 5 years thereafter.

Amendments

- Amendments to the charter begin with committee recommendations to the faculty governing body.
- The faculty governing body will review the recommendations and can approve or reject them.
- Administration should be consulted, depending on the scope of change.
- The committee chair will record the changes.