

Attachment 4

Proposed University Honors Program Course/Curriculum Approval Process Approved by FS Academic Affairs on February 21, 2017

Add language to current Approval, Routing, and Notification Procedures for Course and Curriculum Changes found at <http://www.k-state.edu/registrar/faculty-staff/ccap/>

University Honors Program - Non-Expedited Course/or Program Approval (only for courses that lack disciplinary affiliation)

Operations

A. Department

- The proposal is initiated by the department. The administrative leadership team in the University Honors Program (UHP) Office along with at least three faculty members who have recently taught, or are presently teaching, Honors courses, will serve as the Department/Unit.
- Complete the necessary form (Appendix A, B, C, or D). See <http://www.kstate.edu/registrar/ccap/> for forms.
- Contact heads of departments possibly impacted by the proposal.
- Approval by departmental faculty

B. College

- Submission to college course and curriculum committee
 - The UHP College Coordinator Committee will serve as the College Curriculum Committee. A representative from each college serves on this committee; and these representatives, appointed by their respective colleges, reflect varied positions, i.e. Associate and Assistant Deans, Academic Advisors, etc. The UHP College Coordinator Committee can provide oversight regarding “affected areas” and can notify them as needed.
- Approval by college faculty
 - UHP proposals need to be approved by at least two colleges, including the College of Arts & Sciences. Arts & Sciences plays a consistently active role in offering Honors courses, and UHP proposals are most likely to have an impact on their college as a result. The second college will be determined by the UHP College Coordinator Committee. The UHP College Coordinator Committee may have additional colleges vote if the impact will be significant for additional colleges.
- Ensure that all departments and units have been notified of the change.
- Ensure any issues are resolved.
- Forward to Faculty Senate Academic Affairs
 - All steps follow typical route once the proposal reaches Academic Affairs.

C. Faculty Senate Academic Affairs Committee

- Approval
- Forward to Faculty Senate Executive Committee

D. Faculty Senate Executive Committee

- The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee.

E. Faculty Senate

- Approval
- Forward to Registrar's Office