Background Information on the Approval, Routing, and Notification Policy
Effective: Fall 2008

In 2006, the chairman of the Faculty Academic Affairs Committee, Alice Trussell, formed the Ad Hoc Committee. The members of this committee were: Kelli Cox (Planning and Analysis, chair), Karen Pence (CAPP member), Charlotte Pfaff (Registrar's Office), Carol Shanklin (Graduate School), Loren Wilson (Continuing Education), and Christine Hackworth (Administrative Specialist in College of Arts and Sciences). During the first year, Shannon Fox (Graduate School), Candace Becker (Faculty Senate office secretary), and David Sachs (Faculty Senate Academic Affairs member) joined the committee and Christine Hackworth left the committee because she was no longer employed at K-State.

The proposed changes to the Approval, Routing, and Notification policy were submitted March 4, 1999 and are provisionally approved each year by Faculty Senate Academic Affairs as the basic document for the course and curriculum process. Two converging reasons strongly suggested a need to review and update the document to meet the needs of our contemporary university. First, a strong sentiment had been expressed for a tiered approach which would provide faster processing for relatively minor changes. Secondly, with the implementation of the anticipated conversion of the student information system, it would be prudent to investigate, develop, design, and implement a process that would expedite the workflow and enhance accuracy. In addition, the 1999 changes were approved only provisionally by Faculty Senate.

The charge to the committee is the following:
- Revise, update and replace the existing document "Proposed Changes to the Approval, Routing and Notification Policy."
- Examine the options for a tiered approach to processing changes according to complexity and appropriate timelines needed to effectively complete the process.
- Identify content for web-based forms through which information will be submitted.
- Create a flow chart illustrating the steps that are required to complete the process.
- Insure that all procedures will meet requirements set forth in the Kansas Board of Regents Policy and Procedures Manual.

The manual generated by the committee includes all the proposals that may be considered by the Academic Affairs committee. The committee agreed that the specified forms, steps, and flow charts should be available via a website. The committee has laid out the format for the website but was not charged with developing a website. Even though the 1999 proposal incorporated opportunities for expedited reviews, (i.e., course change within level number, term change), the process had not been implemented. Therefore, the committee members have recommended the implementation of expedited reviews for many of the "minor" changes. Essentially, the expedited reviews allow for changes to be implemented as soon as the college (for undergraduate programs) or the graduate school (for graduate programs) approves the change. The committee also recommends the deletion of the conditional drop pool section since this process is not used at the university level but at the department level. Finally, the other review processes were adjusted to conform to current practice or to ensure that all pertinent units who should be involved are included in the process.

Even though the committee attempted to incorporate terminology, definitions, and processes in accordance with the new student data system, these processes have not been tested with the new system. More than likely, the processes outlined in this document may need to be adjusted to compensate for changes in the student data system once the new system goes live.