



COURSES AND CURRICULA COMMITTEE

Operating procedures

1. Checking that the proposal is consistent with the guidelines set forth in PS-45.
 - a. Proposals are submitted to the Registrar who disseminates them to committee members.
 - b. The Committee meets every other week and discusses each item in detail.
 - c. The Committee and Registrar (or designee) exchange revisions and additional information needed by the Committee.
 - d. The Registrar's office receives final approval of all submitted revisions and final approved items are sent to OAA for implementation.
2. Verifying new course proposals have been properly justified as to need, anticipated cohort, and uniqueness.
3. Ensuring that all new courses meet SACS requirements so the number of hours proposed for lecture, lab, and all student out of class activities meet the minimum required by SACS.
4. Checking that all course syllabi meet LSU standards and are consistent with LSU policies such as PS-22 that describes excused absences.
5. Checking that new courses have been carefully developed. For example: (1) A course that anticipates 60 students cannot propose 30 min student presentations to be given in the 3 course meetings during dead week because 30 total hours would be required for the proposed activity. (2) A field trip course that took place during 10 days would not be approved without careful thought on contingency plans for excused absences.
6. Verifying with other academic units that a proposal does not create conflicts with their unit and proposing resolutions to conflicts.
7. Verifying that a new curriculum has the proper contingency plans for students who fail to matriculate.
8. Addressing new courses and curricula concerns for the University, including, but not only, oversight of new online courses and curricula.