

Policies and Procedures of the Committee on Academic Affairs

I. Purpose

The Committee on Academic Affairs (henceforth CAA or the Committee), as provided for in the “Statutes,” is a standing committee in the faculty and administration shared governance system of the University. It is responsible for approving substantive changes to the curriculum, reviewing academic policies, and overseeing academic advisement.

II. Committee Membership

a. Process

- i. Faculty shall submit their preferences for committee placement ahead of an academic year.
- ii. The Faculty Senate shall consider these preferences and send recommendations on committee membership to the President, and the President appoints the members of the CAA annually. Based on specific needs of the Committee for the year, and to ensure adequate representation on the Committee from all areas of campus, these preferences may not be honored.

b. Membership

- i. The Committee is composed of about 15 active faculty, at least one student government member, and ex-officio members from the administration.
- ii. The faculty representatives shall be drawn from the Colleges of Arts and Sciences, Business and Computing, Education, and Nursing and Health Sciences in proportion to the faculty size of each college.
- iii. The ex-officio members include the Provost/Vice-President of Academic Affairs, the Associate Vice President for Academic Affairs, the University Registrar, and the Assistant Athletics Director.
- iv. The member(s) of the Student Government Association (SGA) shall be appointed to the Committee by the SGA President.

c. Voting

Faculty members, student members, and ex-officio members are full voting members, with the exception of the Assistant Athletics Director, who does not vote.

d. Officers

- i. At the first committee meeting of the academic year, committee members will elect the Committee Chair and the Secretary.
- ii. Chairs are to be elected from faculty members with previous service on the Committee.
- iii. It is recommended that the Chair holds the rank of Associate Professor or Full Professor.

e. Subcommittees

- i. As provided in the Statutes, there are two standing subcommittees

of the CAA: Academic Advisement and Academic Standards.

1. The Academic Advisement subcommittee oversees academic advisement.
2. The Academic Policies subcommittee reviews academic policies.
- ii. Committee members submit their preferences for subcommittee placement, but the CAA Chair has the final decision on the composition of the groups.
- iii. Neither the CAA Chair nor the Secretary shall be required to serve on either of the subcommittees.
- iv. The Assistant Athletics Director is a standing member of the Academic Advisement subcommittee and solicits nominations for, and then selects, the recipient of the Advisor of the Year award.
- v. The subcommittees select their own subcommittee chairs.

III. Proposals for Curricular or Academic Policy Change

- a. All proposals for curricular change must be complete as discussed below and must be submitted by the deadline for one of the CAA meetings. Deadlines are typically ten days before a meeting, but shall be determined each year by the current CAA Chairperson.
- b. Proposals for Changes to Academic Policy
 - i. *We should do a Dynamic Form for this.*
 - ii. Proposals to change Academic Policy generally originate in the Office of Academic Affairs, but can be proposed by any academic unit. The proposals must first be considered by the Policy Subcommittee of the CAA before proceeding to the full committee for approval. A proposal must include the Current Policy and the Proposed Policy as well as a rationale for the change that emphasizes how it will benefit students affected by the policy.
 - iii. The chain of approvals for a change to academic policy includes the following: the department head proposing the change, the SACSCOC Liaison, the Policy Subcommittee of the CAA, the CAA, the Faculty Senate, the Full Faculty, and the Provost.
 - iv. When a policy change is approved, the Office of Academic Affairs will ensure the changes are entered in the relevant documents, such as the Undergraduate Bulletin, the Faculty Handbook, or the Student Handbook.
- c. Proposals for New Degree Programs
 - i. Before making a proposal for a new program, an academic unit should consult with the Provost to make sure the program becomes part of GSW's process for informing the University System of Georgia (USG) of its intention to propose a new program. Informing the USG of GSW's intention to propose a new program occurs as part of the ASPIRE process which occurs during spring term each

year. This notification must be approved before the new program proposal process can begin.

- ii. After consulting the Provost, a faculty member representing the program should fill out the Proposal for New Program form found on the CAA website: <https://www.gsw.edu/academic-affairs/committee/>. All parts of the form should be filled out including:
 - 1. Justification for the program,
 - 2. Data that supports establishing the program,
 - 3. An assessment plan with proposed program learning outcomes,
 - 4. And a curriculum sheet.
 - iii. The chain of approval for a new program at GSW includes the following: the department chair (if applicable), the dean of the college, the SACSCOC Liaison, the CAA, the Faculty Senate, the full faculty, and the Provost.
 - iv. During the approval process, the SACSCOC liaison will determine if the program is a significant departure from the programs GSW currently offers and therefore requires SACSCOC approval. A significant departure may result the content of the new program in an existing degree type (BA, BS, etc.), or the first new program in a degree type that GSW does not currently offer. One indicator of a significant departure is the number of new courses required for the new program. If new courses make up 25% or more of the total program credit hours, the program is a significant departure from the programs currently offered.
 - v. New programs must also be approved by the Board of Regents (BOR) of the USG, and the USG approval process requires a program prospectus. The Office of Academic Affairs will assist with completing the prospectus. For new programs that are significant departures from the programs GSW currently offers, a substantive change application must be made to SACSCOC. GSW's SACSCOC Liaison will assist with the preparation of a prospectus and the submission of the proposal to SACSCOC. The process for approving a new program can be lengthy, and therefore, should be started no later than spring term of the year before the fall term when the proposed program is expected to begin (for example, spring of 2025 for a new program expected to begin in fall term 2026). After all the necessary approvals, the Office of the Registrar will make sure the new curriculum sheet is posted and will update Degree Works to include the program.
- d. Proposals for New Certificate or Minor Programs
- i. There are two types of certificate programs recognized by the USG, standalone and embedded.
 - 1. Standalone certificates can be awarded separately from a

- degree. A candidate for a standalone certificate may enter this program and receive a certificate without entering an undergraduate program. Standalone certificates require BOR approval.
2. Embedded certificates are taken as part of or in addition to an undergraduate degree program. Embedded certificates do not require BOR approval, but do require notification. Both the approval and notification processes are facilitated by the Office of Academic Affairs.
- ii. Proposals for New Certificate or Minor Programs use the same form as proposals for a new program, and the form is found on the CAA web page: <https://www.gsw.edu/academic-affairs/committee/>.
 1. If the proposal is for a Standalone Certificate, the form should be filled out like you would for a new program proposal, including an Assessment Plan with program learning outcomes.
 2. Embedded certificates and minors do not require an Assessment Plan. Minors typically include the large majority of courses that are part of an associated major, while certificates are usually interdisciplinary. The proposal should be accompanied by a curriculum sheet that should be attached to the proposal form.
 - iii. The chain of approval for a new certificate or minor program at GSW includes the following: the department chair (if applicable), the dean of the college, the SACSCOC Liaison, the CAA, the Faculty Senate, the full faculty, and the Provost.
 - iv. After all the necessary approvals, the Office of the Registrar will make sure the new curriculum sheet is posted and will update Degree Works to include the program.
- e. Proposals for Changes to an Existing Program
- i. There are five possible types of change that can be proposed for an existing program:
 1. revision,
 2. deactivation,
 3. reactivation,
 4. termination or
 5. revision of the Core Curriculum.
 - ii. Each type of change is proposed using a separate form found on the CAA web page: <https://www.gsw.edu/academic-affairs/committee/>.
 - iii. *Proposals for Revision of an Existing Program*
 1. Proposals for revision of an existing degree, certificate, or minor program use the Proposal for Major/Minor/Certificate Change form. All four sections of the form need to be completed. Copies of the current and proposed curriculum

sheet should be attached to the proposal. The submitted curriculum sheets should be clearly labeled as current and proposed and the changes should be highlighted on the proposed curriculum sheet. The Registrar can assist in editing current curriculum sheets.

2. The chain of approval for a proposal to change an existing degree, certificate, or minor program at GSW includes the following: the department chair (if applicable), the dean of the college, the SACSCOC Liaison, the CAA, the Faculty Senate, the full faculty, and the Provost.
3. After all the necessary approvals, the Office of the Registrar will make sure the new curriculum sheet is posted and will update Degree Works to include the program.

iv. *Deactivation, Reactivation, and Termination*

1. The deactivation, reactivation, and termination of programs are processes specified by the USG.
2. The chain of approval for these three processes includes the following: the department chair (if applicable), the dean of the college, the SACSCOC Liaison, the CAA, the Faculty Senate, the full faculty, and the Provost.
3. A program can be deactivated for a maximum of two years during which time no new candidates can be accepted into the program, but existing candidates can continue to progress through the program. This process is intended to allow the program to consider whether to make necessary changes to the program and reactivate it, or to terminate the program.
 - a. A proposal to reactivate or terminate the program can be made at any time during the period of deactivation, but a decision on whether to reactivate or terminate must be made before the end of the period of deactivation.
 - b. Proposals to deactivate a program should be submitted on the Proposal for Program Deactivation form. The Office of Academic Affairs will submit the documentation on deactivating a program after the proposal has been approved.
 - c. A proposal to reactivate a deactivated program can be submitted at any time during the two-year period of deactivation using the Proposal to Reactivate a Program form. A plan for recruiting students into the revised program needs to be attached to the form. The Office of Academic Affairs will submit the documentation on reactivating a program after the proposal has been approved.
 - d. A proposal to terminate a deactivated program can be submitted at any time during the two-year period of

deactivation using the Proposal for Program Termination form. If there are still candidates for the degree in the program at termination a teach out plan must be attached to the proposal. Consult GSW's SACSCOC Liaison for guidance on what a teach out plan must contain. The Office of Academic Affairs will submit the documentation on reactivating a program after the proposal has been approved. When terminating (or closing) a degree program, SACSCOC must be notified of the closure. GSW's SACSCOC Liaison will submit the substantive change proposal that also must include a teach out plan. After all the notifications, the Office of the Registrar will remove the program's curriculum sheet from its website.

v. *Proposals for Revision of the Core Curriculum*

1. Proposals to revise the Core Curriculum use the Proposal for Core Curriculum Change form, and the form is found on the CoAA web page: <https://www.gsw.edu/academic-affairs/committee/>.
These proposals can be either to
 - a. remove a course from the Core Curriculum or to
 - b. add a course to the Core Curriculum.
2. Proposals for adding courses to the Core should also indicate in the assessment section of the form how the course aligns with the learning outcomes for the domain to which it will be added and how the Core Ready Competencies for that domain will be introduced in the course.
3. Like a proposal to revise an existing degree, certificate, or minor program, a proposal to change the Core must be accompanied by a current and proposed General Core curriculum sheet. The submitted curriculum sheets should be clearly labeled as current and proposed and the changes should be highlighted on the proposed curriculum sheet. The Registrar can assist in editing current curriculum sheets.
4. The addition of courses to the IMPACTS Core will also apply to students who still have the A-E Core requirements, but removal of a course will only apply to students in the IMPACTS Core for the catalog year when the removal becomes effective.
5. The chain of approval for a proposal to change an existing degree, certificate, or minor program at GSW includes the following: the department chair (if applicable), the dean of the college, the SACSCOC Liaison, the CAA, the Faculty Senate, the full faculty, and the Provost.
6. Addition of course to the IMPACTS Core must be approved by the USG Council on General Education. Submission of the

form to the council cannot take place until after GSW's approval process is complete, making it preferable that such changes are approved by the end of the fall term to ensure that they can get all the necessary approvals before the next fall term.

7. The Associate Vice President for Academic Affairs will submit the proposals in consultation with the unit proposing the addition.
8. The USG Council on General Education must also be notified of the removal of courses from the IMPACTS Core, but this notification process is less time sensitive than the addition of courses.
9. After the approval or notification is complete, the Office of the registrar will make the necessary changes to the General Core curriculum sheet and to Degree Works.

f. Proposals for New Courses

- i. Proposals to create a new course use the Proposal for a New Course form that is found on the CAA web page: <https://www.gsw.edu/academic-affairs/committee/>.
- ii. All information about the proposed course, including
 1. course prefix and number,
 2. credit hours,
 3. lecture hours,
 4. lab hours,
 5. prerequisites,
 6. co-requisites,
 7. a succinct course description, preferably fewer than 50 words, should entered on the form. Before submitting a proposal, the USG Academic and Student Affairs Handbook section 2.4.8 should be consulted to determine if a common course number exists for the type of course proposed.
 8. and a course outline, using the Course Outline Template found on the CAA webpage. An example of course outline can be found below.
- iii. The chain of approval for a for a new course proposal includes the following: the department chair (if applicable), the dean of the college, the CAA, and the Provost.
- iv. Once new courses are approved by the CAA, they are built in Banner by the Administrative Assistant of the unit proposing the course using the course outline as a guide. Administrative Assistants should make sure that the course description is entered on the course text tab on SCADETL in Banner to ensure that the course description appears in the Course Description Document on the Registrar's website. Administrative Assistants can consult the Registrar for assistance building course in Banner.

g. Proposals to Substantially Revise Existing Courses

- i. Proposals to substantially revise an existing course use the Proposal for Course Revision form found on the CAA web page:
<https://www.gsw.edu/academic-affairs/committee/>.
- ii. Substantial changes to a course include
 1. changing the number of credit hours for the course,
 2. changing the course learning outcomes, or
 3. changing the course delivery medium from face-to-face to fully online, for instance.
- iii. All proposed changes should be entered on the form including any non-substantive changes, such as
 1. course title,
 2. course number, or
 3. prerequisites.
- iv. If course revisions are exclusively non-substantive, a submission for file should be prepared using the process described in section h. below. Copies of the current and the proposed course outlines should be attached to the proposal form before submission and should be clearly labelled as current and proposed.
- v. When proposing a change of delivery meeting, programs should pay particular attention to the Instructional Strategies section of the course outline. Answering questions such as how lectures in a face-to-face course will be delivered in an online course is necessary on the proposed course outline. Highlighting the changes on the proposed course outline is recommended.
- vi. The chain of approval for a for a course revision proposal includes the following: the department chair (if applicable), the dean of the college, the CAA, and the Provost.
- vii. Once the course revisions are approved by the CAA, course is edited in Banner by the Administrative Assistant of the unit proposing the revisions using the proposed course outline as a guide. Administrative Assistants can consult the Registrar for assistance building course in Banner. Highlighting the changes on the proposed course outline is recommended.

h. Course Revisions for File

- i. Non-substantive course revisions are things such as
 1. a change to course number,
 2. course title, or
 3. pre-requisites.
- ii. These changes use the Course Revision for File form found on the CAA web page: <https://www.gsw.edu/academic-affairs/committee/>.
- iii. The CAA does not vote on submissions for file, but it does review the submissions to ensure the accuracy of the submissions.
- iv. As with substantive course revisions, a current and a proposed course outline should be attached to the form and should be clearly labelled as

current and proposed. Highlighting the changes on the proposed course outline is recommended.

- v. Technically, there is no chain of approval for file submissions, but the signatures of the department chair (if applicable), the dean of the college, and the chair of the CAA need to be on the form.
 - vi. Once the course revisions are reviewed by the CAA, the course is edited in Banner by the Administrative Assistant of the unit proposing the revisions using the proposed course outline as a guide. Administrative Assistants can consult the Registrar for assistance editing course in Banner.
- i. Proposals for Course Deletion
- i. Units can use the Proposal for Course Deletion form found on the CAA web page, <https://www.gsw.edu/academic-affairs/committee/>, to delete one or more courses from their course inventory.
 - ii. Units deleting courses should be careful to consult other units and programs that use courses proposed for deletion and to list these programs on the course deletion form. A general rationale for course deletions should also be entered on the form.
 - iii. The chain of approvals for course deletions includes the following: the department chair, or the dean of the college, and the CAA.
 - iv. After course deletions are approved, the Administrative Assistant for the unit deleting the courses changes the status of the course SCACRSE screen in Banner to Inactive. Administrative Assistants can consult the Registrar for assistance changing the status of courses in Banner.

IV. Meetings

- a. Meetings shall generally be held once a month, preceding the monthly Faculty Senate meeting.
- b. During or shortly after the first meeting of the CAA of the academic year, during Southwestern Week, the group shall determine a calendar of meetings (dates and times) which will be published on the CAA webpage and communicated to Deans and Department Heads.
- c. Meetings will be conducted according to *Robert's Rules of Order*, with exceptions to process as dictated by the BOR
- d. For voting purposes, a quorum shall be determined as one-half of the voting membership of the CAA, plus one person.
- e. In the absence of a quorum, submissions and policies may be discussed, but not approved
- f. Minutes shall be taken of every meeting of the CAA and approved at the next regular meeting.
- g. All proposals being considered must have a representative of the submitting unit (the author, or the Department Chair) present at the meeting in order to address any questions which may arise from the CAA. A member of the CAA can be the representative, provided that this person knows enough about the proposal to answer questions.
- h. The Chair will assemble packets containing the agenda, the approved

minutes from the last meeting, and copies of all proposals. These packets will be forwarded to the Office of Academic Affairs, the Registrar's office, the Web Content Strategist, and the library for archiving

V. Implementation Process

- a. The committee makes decisions on any proposal that comes to it. All proposals that are either not approved or need further clarification or correction will be returned to the originating departments and can be resubmitted at any future CAA meeting.
- b. There are four potential outcomes to any proposal brought to the CAA for consideration / approval:
 - i. Significant problems, which are sent back to the originator to be addressed and potentially resubmitted
 - ii. "File only," which are minor changes which have no impact on curriculum sheets. These do not require a vote from the CAA
 - iii. CAA vote, which are more substantive changes but do not require full faculty approval. These are sent to the Registrar and Provost's office for file, and back to the originator for implementation
 - iv. Full faculty vote. These are sent to Faculty Senate and then the full faculty
- c. Depending on the nature of the proposals, the approved proposals will proceed in the implementation process, as defined in Section III above
- d. The committee may decide to submit other approved proposals to the Faculty Senate and General Faculty Meeting depending on the nature of the proposal and the number of students affected by it
- e. Once a proposal is approved, the Chair of the committee will sign and date the appropriate line on the proposal form.