

Course Approval Actions

The following course approval actions may have been taken by the Academic Senate on courses your unit has submitted. Please take appropriate steps as indicated in the notes column of the included tracking sheets.

Senate Actions:

Approved: The course has been **approved by the Academic Senate and the Office of the Provost.** It has been forwarded to the Registrar for posting as an approved course. Please allow 7 days from the date indicated as forwarded by the Provost for posting to Web Advisor. No further action is required on your part.

Approved Conditionally: **The Senate has reviewed your proposal and found that it meets most standards. Additional information is required, however, for the Senate to give final approval.** The required information is listed in the notes column of the included course tracking sheets. Your submittal package will be returned to you via campus mail for inclusion of the missing information. When complete, please return the package directly to Jeannie Dy-So, provaa@pratt.edu in the provost's office for forwarding to the academic senate for review. Should you have questions about the additional requirements, contact Dimitri Hazzikostas directly at dihz@worldnet.att.net. Do not contact the Office of the Provost.

Pending: **The Senate has briefly reviewed the proposal and found inadequate clarity or information to properly vet the proposal. Additional or revised information is required prior to a full review.** The additional required information is listed in the notes column of the included course tracking sheets. Your submittal package will be returned to you via campus mail for inclusion of the missing information. When complete, and the proposal reconsidered and approved by your Dean, please return the package directly to Jeannie Dy-So, Main 1, provaa@pratt.edu in the provost's office for forwarding to the academic senate for review. Should you have questions about the additional requirements, contact Dimitri Hazzikostas directly at dihz@worldnet.att.net. Do not contact the Office of the Provost.

----- Original Message -----

From: Peter Barna <<mailto:provost@pratt.edu>>

To: Frank Lind <<mailto:flind@pratt.edu>> ; 'Rick Barry' <<mailto:rick@pratt.edu>> ; Patricia Ciavarelli <<mailto:pciavare@pratt.edu>>

Cc: Dimitri Hazzikostas <<mailto:dihz@worldnet.att.net>> ; Jeannie Dy-So <<mailto:provaa@pratt.edu>>

Sent: Sunday, April 10, 2005 8:20 PM

Subject: CGIM Courses Submitted to the Senate for Approval (Modified by Computer Graphics)

CGIM Course Submittals

The attached [Course Approval Tracking Sheet](#) shows the actions taken recently by the Academic Senate on courses you have submitted.

An explanation of the Senate's actions can be found in the attached "[Senate Course Approval Actions](#).doc"

Please review both documents for any further steps which might be required.

Peter

Peter L. Barna, Provost
Pratt Institute
718-636-3744
provost@pratt.edu

Senate Academic Programs and Policies Committee

GUIDELINES

New Course Proposal **Change of Course Description**

The submission of courses for approval or modification is the responsibility of the Chairperson. If faculty propose a course, they are expected to go to the Chairperson with their proposal, and if the Chairperson wishes to submit it, s/he ensures, before submission, that the proposal is complete and follows all required guidelines. These include the careful and thorough response to items and questions on the 4 official forms, which are available electronically in Word format through the Provost's office. In addition to these forms, it is necessary to attach a syllabus that accurately reflects the course development throughout the semester (session by session) and should indicate dates, assignments, required text or materials, exams and projects. A cover letter explaining the need for the new or revised course is also recommended, in order to assure a proper and fair evaluation at the committee level. Course approvals must follow State mandates

• *Those requesting approval of a new course or changes to an existing course are strongly advised to consult the Registrar's office to prevent duplication of course content, numbering, and to ensure the accuracy and completeness of the applications prior to the approval process.* •

Once the written material is in place, the steps for submission are as follows:

1. The Chairperson signs and submits the course documents to the Dean for approval.
2. If approved and signed by the Dean, the documents are forwarded to the Provost's Office, where they are reviewed and processed.
3. The Provost's Office forwards the course material to both the Senate and the Dean's Council for final approval.
4. When both bodies have approved the application, the signed documents are forwarded to the Registrar for official listing, and to the Chairperson, for department implementation. *

*** Courses may not be published if they have not received final approval as indicated. In some instances, a course may receive conditional approval, but in that case the department must resubmit the revised documents to the Provost with a copy to the Senate Committee, and provide assurance that all conditions have been met before publication.**

What constitutes curriculum change?

Any changes to course number, title, credit allotment, contact hours, classification (studio/lecture) or content as documented in the bulletin description, constitutes a curriculum revision requiring a formal approval as described above.

Why is this procedure required?

All course approvals must meet NY State Education Department mandates.

The required forms to be completed are:

Form T

Office of the Provost
Curriculum Revision Tracking Sheet
(used as a cover sheet to track attached paperwork)

Form 1

New Course or revision of Course
Includes existing and new or revised course information
(used for all requests, including minor changes)

Form 2

Request for New Course or Revision of Course:
Supplementary Information
(support information used for all requests)

Form 3

Registrar's Supplementary Information
(for Provost's Office and Registrar's Office only)

Different versions of the syllabus?

Syllabi of the same course taught by different faculty may vary to reflect individual teaching approaches, as long as they remain consistent with the content and objectives stated in the bulletin copy.

TO: Deans, Directors and Chairs
FROM: Peter L. Barna, Provost
DATE: June 16, 2004
RE: Bulletin Production, 2005-2007

Production is underway for the 2005-2007 Bulletin (a 2 year publication).

This memo is a heads up about your role and timelines so that you might adequately plan your work.

Our planning has divided the Bulletin into 3 parts:

THE VIEWBOOK:

The front full color section with photos and marketing descriptions.

THE NARRATIVE AND COURSE DESCRIPTIONS:

The middle section containing departments, schools and operational information.

THE CURRICULUM BOXES:

The shaded sections in each department which defines a normal course progression and degree requirements.

Important overall changes to the process are as follows:

- Only course changes with complete Academic Senate approval by August 1, 2004 will be included.
- Course title, number, credits, descriptions and pre-requisites may not be edited by chairs. This information will be provided directly from colleague to insure all information matches senate approved data.
- Only faculty and staff employed as of September 1, 2004 will be included. You will need to make revisions to faculty and staff positions.
- Curriculum boxes will be adjusted and courses grouped by the Registrar into 1st semester, 2nd semester... to provide consistency between departments and degrees.
- Each department is required to include a mission statement (60 – 75 words) which will occur on your intro page as a separate text area. (Please submit these by November 15, 2004 to the Office of the Provost. They should be developed during strategic planning in the fall).
- We will be retaining a copy editor to improve narrative departmental descriptions and course descriptions. Your review of this text is important, but don't be alarmed by another pair of eyes helping out.

- Fees specific to courses/labs will be listed in the bulletin with each applicable course. You will receive a separate communication concerning requesting these fees. All fees, existing or new, will need Board approval prior to Institution.

The schedule is as follows:

THE VIEWBOOK:

- Submittal to departments for review – October 15, 2004.
Reviews returned to Provost's Office – November 1, 2004

THE NARRATIVE AND COURSE DESCRIPTIONS:

- Manuscript copies to departments for review – August 18, 2004.
Manuscripts returned to Provost's Office – September 15, 2004. (Including Faculty/Staff revisions).
- Course/Lab fees to Provost's office by September 15, 2004.
- Comps to departments for review – October 15, 2004.
Comps returned to Provost's Office – November 1, 2004
- Mission statements due to Provosts Office - November 15, 2004.

THE CURRICULUM BOXES:

- Comps to departments for review – October 15, 2004
Comps returned to Provost's Office – November 1, 2004

Thank you in advance for your prompt participation. I hope the increased lead-times will improve the quality and accuracy of the publication.

Cc: Patricia Hynes
Patricia Ciavarelli
Elizabeth Randolph
Dervla Clarke
Dimitri Hazzikostas
Judith Aaron
Edmund Rutkowski
Christopher Kasik
Jenny Lee