

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 12
Bagley College of Engineering Course and Curriculum Review Committee

PURPOSE

The purpose of this Engineering Operating Policy and Procedure (EOP) is to establish a College committee to review courses and curricula within the College.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

POLICY/PROCEDURE

Definitions:

The Bagley College of Engineering Course and Curriculum Review Committee shall hereafter be known as the Committee. The Dean of the Bagley College of Engineering shall hereafter be known as the Dean. The Bagley College of Engineering Administrative Council shall hereafter be known as the Administrative Council. The University Course and Curriculum Committee shall hereafter be known as the UCCC.

Recommendations and Actions:

1. Rescind action of the Administrative Council dated March 8, 1968, and of the Dean dated March 20, 1968, as follows:

- a. "Procedures for approving new courses."
- b. "Procedures for establishing a curriculum in an existing department."

2. Establish the "Bagley College of Engineering Course and Curriculum Review Committee" hereinafter to be known as the Committee. Procedure for establishment of the Committee and for delineating the Committee functions and scope are set forth below.

- a. "Committee membership" - The Committee shall be composed of a full-time, academic or clinical faculty member from each academic department. These faculty should be members of the graduate faculty. This person will be appointed for one year, may succeed him or herself for multiple terms, and shall be someone other than the head of the department. The period of appointment shall start July 1 and terminate the following June 30. The Dean may also appoint a non-voting representative from the undergraduate and graduate studies office to serve on the committee.

b. "Committee chair" – The chair of the committee will come from the committee membership in 2.a. and will be appointed by the Dean or his/her representative. The chair will be appointed for one year and succeed him or herself for multiple terms at the discretion of the Dean. The period of appointment shall start July 1 and terminate the following June 30.

c. "Committee concerns" - The Committee shall concern itself with, but not necessarily limit its concern to, such questions as:

(1) Are curricula and courses within the scope of the stated purpose of the Bagley College of Engineering?

(2) Is there duplication in existing curricula and courses and will there be duplication in proposed ones?

(3) Does the actual and anticipated demand warrant continuation of existing curricula and courses or the initiation of new ones?

3. The mission of the Committee shall be two-fold: (a) review of existing courses and curricula (including modifications and deletions) and (b) review of proposed courses and curricula.

a. Review of existing courses and curricula:

(1) When the Dean on his or her own initiative or upon the recommendation of the Administrative Council directs the Committee in writing to do so, the Committee shall undertake a thorough evaluation of individual courses or the entire curriculum of any given academic department, using as guides the questions raised in 2.c. above but not necessarily limiting committee investigations to those questions. The Committee may, if necessary, request various staff members to appear before it in gathering information related to the evaluation at hand.

(2) The Committee shall render a written report of its findings and recommendations to the Dean who will transmit the report to the Administrative Council.

b. Review of proposed courses and curricula:

(1) Any group, department, or interdepartmental group wishing to propose a new course or organize a new curriculum to be administered by an existing department shall present a proposal to the department head to be referred to the Committee. The college committee will establish submission deadlines such that proposals can be reviewed for approval and forwarded to the university committee in a timely manner.

(2) Proposals for new courses shall follow current procedures as specified by the UCCC.

APPROVED:

Harry C. Simrall June 22, 1973
Dean of Engineering Date

REVISED:

Robert A. Altenkirch July 3, 1995
Dean of Engineering Date

REVISED:

Sarah A. Rajala April 19, 2011
Dean of Engineering Date

(April 2011 revisions approved by the BCoE CCC)

REVISED:

Jason M. Keith December 8, 2015
Dean of Engineering Date

REVISED:

Jason M. Keith September 12, 2017
Dean of Engineering Date

REVISED:



Dean of Engineering 2/8/2022
Date