

Guidelines for Catalog Revisions and Standard Course Outlines (SCOs)

Catalog Revision Process

- Catalog revision proposals are discussed at respective program committees (UPC or GPC). The department representative in the committee acts as the intermediary between the respective committee and department/program.ⁱ
 - The department representative brings any proposed catalog changes from the department/program to the programs committee for deliberation.
 - The department representative notifies the department chair/program director of any proposed catalog changes discussed at the programs committee that need to be discussed by the department/program, and also brings these before department meetings for deliberation.
- Once catalog change proposals are approved at the respective programs committee, the approved change is included in the minutes of the committee meeting that is sent to CBA faculty and staff.
- Curriculum forms for approved catalog revisions are drafted by the department ASC and submitted to the University Curriculum Office via the Associate Dean for Administration.

Standard Course Outline Process

- Draft proposals from the departments/programs are discussed at respective programs committees (UPC or GPC).
- Once the proposals are approved at the respective programs committee, the final version is attached to the minutes of the committee meeting that is sent to CBA faculty and staff.
- The department representative in the committee makes sure the approved SCO is posted on the SCO directory in the shared drive by the department ASC and that the Associate Dean for Accreditation is informed that the SCO is revised.
- All versions of SCOs are kept in reverse chronological order on the SCO directory, with the latest version being the active SCO. All ASCs have write rights to the directory, and all CBA faculty and staff have read rights.

ⁱ Committee recording secretary acts as the department representative for CBA, GBA, and BLAW courses.