

Courses and Curricula Committee Annual Report

Background

C&C is one of the hardest working committees on the LSU campus. The committee meets every 2 weeks throughout the academic year and over the summer as needed. To prepare for each meeting requires a minimum of 2 to 4 hours of faculty time to read proposals and make inquiries. Most meetings last 2 hours.

C&C has taken steps to revise their forms and instructions for submitting proposals. Nevertheless, roughly half of the proposals are conditionally approved pending revisions or additional information. Revisions are approved by the committee chair and forwarded to the Registrar for final processing. Where necessary, due to the extent of the requested revisions, proposals are returned to the full committee for approval.

In the 2018-2019 academic year C&C reviewed 328 course proposals and 93 curriculum proposals. A proposal returned to the committee for reevaluation is only counted once in these numbers.

	Course Proposals	Curriculum Proposals
Fall-18	126	25
Spring-19	202	68
Total	328	93

Role of C&C

At the request of the faculty, C&C meets with individual faculty committees to give advice on strategies to be used to implement new courses and curricula.

The guiding principle in C&C's decision making: Is this proposal in the best interests of the students and the University? Some of the more important aspects of C&C's oversight of LSU's courses and curricula include:

1. Checking that the proposal is consisted with the guidelines set forth in PS-45.
2. Verifying new course proposals have been properly justified as to need, anticipated cohort, and uniqueness.
3. Making sure all new courses meet SACS requirements. This requires that 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 thought through. 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 carefully thought through contingency plans for excused absences.
6. Verifying with other academic units that a proposal does not create conflicts with their unit. If conflicts exist, how can they be resolved?
7. Verifying that a new curriculum has the proper contingency plans for students who fail to matriculate.
8. Addressing new concerns for the University that involve courses and curricula such as: How will oversight of new online courses be handled? Currently, some new online courses bypass C&C's oversight.

Operation

C&C is fortunate to have representatives from most of the colleges on campus. This wide breadth of expertise is crucial to the committee's goal of making new courses and curricula blend harmoniously into the University's mission. Many of the committee members have extensive experience with C&C and are very knowledgeable about how the various academic units work together with the administration.

The mechanics of C&C are as follows. Proposals are submitted to the Registrar who disseminates them to the committee members. Every proposal is evaluated prior to the biweekly meeting and discussed in detail by the full committee. The Registrar's office is present at all meetings and works with the departments to relay revisions and additional information requested by C&C. The Registrar's office communicates with the Chair of C&C for final approval of all submitted revisions. Final proposals are then sent to Academic Affairs for final approval. At various points along the path, the Chair discusses issues with the Vice Provost.

Suggestions

C&C does not currently have a representative from the Vet School. This is a much needed addition. The Vet School operates differently than the rest of the campus so their needs are often outside the expertise of the committee.