

NEW COURSE REQUESTS

Guidelines Effective Spring 2004

1. The Common Course Guidelines will be used. If a new course requires the addition of faculty FTE, the VPAA will explain how that is being handled.
2. The VPAA will place all requests on her/his university web site for three weeks for review and comment by other AAC members and the Senior Administrator. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
3. The Senior Administrator will place the requests on the AAC agenda. Following AAC discussion, the Senior Administrator will make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.
4. Total process time for AAC comment and BOR office action—5 weeks. Actions will be reported to the BOR at their first meeting subsequent to the decision.