

## **Academic Council Process, 2024-2025 for course modifications, new undergraduate or graduate courses, and program changes**

### **Course modifications and new course proposals (undergraduate and graduate):**

1. Before submitting proposals for new courses, consult with the Office of Student Records to determine an appropriate new course number and/or designator.
2. Submission of all course proposals (undergraduate and graduate) is done electronically, via Curriculum (formerly known as Curriculog). As a chair/director, you will have the permissions necessary to approve and forward proposals to Academic Council. Navigate to [umaine.curriculog.com](http://umaine.curriculog.com) (that URL is correct, notwithstanding the name change) and enter your "maine.edu" credentials. By clicking on "New Proposal" you will be able to find a range of electronic forms. Fill in the required fields. When you approve the request, the proposal automatically moves to Academic Council. Approval by AC automatically moves the proposal to the Associate Dean level (and following approval, on to UPCC and the Provost's Office). No signatures are required; Curriculum is a single sign-on process.
3. Curriculum has a very helpful "Walk Me Through" feature if you have questions. Additionally, Jack Campbell, Senior Associate Registrar in the Office of Student Records, can provide expert assistance.
4. For new courses, a syllabus is required. You can attach that document when you complete the Curriculum form. Make sure it includes all of the components required by UPCC or the Graduate Board. (For more information on required syllabus elements, see either <https://umaine.edu/upcc/forms/> or <https://umaine.edu/graduate/facultystaff-resources/curriculum-committee/>.)

### **Program proposals: majors, minors, concentrations, certificates, and graduate proposals.**

1. New majors, minors, concentrations, certificates, and graduate proposals require System approval. They also require Academic Council review as an initial step. See the Faculty Senate Program Creation and Reorganization Review Committee (PCRRC) Policy and Procedures Manual <https://umaine.edu/facultysenate/wp-content/uploads/sites/218/2020/03/PCRRCManual-rev-10-16-2019.pdf>. See especially Chapters 2 and 5: Chapter 2, stage 1 (regarding intents-to-plan) and Chapter 5, step 2 (program proposals must be prepared and evaluated through the university's normal curricular process(es)). Review by Academic Council must therefore occur before transmission to the Provost's office, for both the program request (intent to plan) and the developed proposal (which will require the dean's signature).

Like new majors and programs, new minors and certificates require system approval, after being "developed in accordance with the originating university processes and procedures for evaluation." Thus, submission to Academic Council for approval is a necessary step, per PCRRC manual chapter 5, section 305.1, II. The development and submission of minors and certificates are not as complex a process as the creation of new undergraduate majors or

graduate programs, but care should be taken to identify staffing and resource commitments that may be entailed.

One other important preliminary step is to consult other programs on campus that may be affected by the new program or that may, through their course offerings, contribute to it. It may also be helpful to consider other programs in the UMaine System who may be affected by or contribute to the proposed program. Since system approval is needed, you will want to anticipate possible issues and opportunities here.

2. Proposals for new programs are not currently submitted via Curriculum. These submissions should be sent to [clas@maine.edu](mailto:clas@maine.edu), where they will be uploaded to a google folder for access by Academic Council members. These proposals must be accompanied by a signature page. The leader of the initiating unit should sign before submitting to Academic Council. Signature lines for the Chair of Academic Council; the Associate Dean for Academics; the Dean; and the Associate Provost of Academic Affairs and Faculty Development (Gabriel Paquette) OR Associate Vice President for Graduate Studies (Scott Delcourt) should be included on the signature page.
3. Modifications to existing programs are a bit more complex procedurally and may require some consultation with Associate Dean Tim Cole in the Dean's Office or with Jack Campbell in the Office of Student Records. Simple changes—for example, the addition of new courses to a program's requirements—can be handled through Curriculum. More complex changes, however, may be better handled by detailing the changes in a memo submitted to Academic Council at [clas@maine.edu](mailto:clas@maine.edu).

#### **Important notes.**

1. Be aware of the Academic Council schedule of meetings and the submission deadlines for each AC session. The Academic Council schedule for the academic year will be widely circulated and posted on the College's resources website. Late proposals may be deferred to a subsequent meeting.
2. Representatives of units submitting proposals to Academic Council are always welcome to attend the session at which their proposals are being discussed. Attendance is strongly encouraged for any new course or program proposal and may expedite the approval process.