Committee Action on Course Changes

Course Form Field Name	UCC/GCC Action Required Approve, hold, reject	Consent Agenda UCC/GCC can move item up to be an actionable item if they have questions for department	Informational Item No UCC/GCC action requested	Not Recorded on Agenda No UCC/GCC action necessary
College/School	x			
Department/Program	x			
Course Prefix	x			
Course Level	x			
Course Number	x			
Credits	x			
Cross-listed	x			
Effective Term	x			
Type of Course	x			
Is this a General Education Course?	contingent			
Are You Seeking Approval to Include Course in the General Education Program?	contingent			
Course Title		contingent		
Abbreviated Course Title				contingent
Umbrella Course	x - changes to new or existing "parent" courses			
- Umbrella topic title				x - topics only
- Umbrella topic description				x - topics only
- Umbrella topic outline				x - topics only
Course Description	contingent			
Prerequisites		contingent		
Component Hrs/Wk	x			
Length of Course	x			
Grade Pattern	x			
Repeatable for Credit	x			
-maximum credits/maximum times	x			
Mode of Instruction				contingent
Course is Typically Offered				contingent
Departmental Assessment Plan	x			
Library Consultation	x			
IT consultation	x			
Departments Consulted	x			
Justification	x			
Projected Enrollment	x			
Relationship to other courses w/in department	x			
AR - New Course is a Requirement in a Program	x			
-specify required category in a program	x			
AR - New Course is an Elective in a Program	contingent			
-specify required category in a program	contingent			
-elective course applies to students in all catalogs or in next catalog only	contingent			
Teacher Education	x			
-enhances teacher ed	x			
-departments consulted	x			
-teacher ed programs consulted with who are affected	x			
Course Objectives/Learning Outcomes	x			

Course Outline	x			
Instructional Methods	x			
Evaluation Procedures	x			
Principal Activities Required of Students	x			
Slash Course Section:	if editing or a new course			If first time filling in for an existing course
-select one of the following statements (whether course will be taught at undergraduate or graduate level)	if editing or a new course			If first time filling in for an existing course
-provide information on how this will be accomplished in this course	if editing or a new course			If first time filling in for an existing
Additional Information	contingent	contingent	contingent	contingent
Course Deletions	X			
Catalog cleanup**		contingent	contingent	contingent

"Contingent" indicates that the proposed change's place on the agenda is contingent on the size, complexity, and likely effects of the change. If a change affects more than one department, requires notification to UW System, affects students differently at various stages in the program, or essentially changes program requirements without updating the program form, the change is more likely to require UCC/GCC review. Changes to certain fields will always require UCC/GCC approval, even if its the only item being changed. **The safest default assumption is that UCC/GCC review will be required.** In regards to general education, changes to gen ed courses always require review by the General Education Committee; however, if the change is only to the general education section of the form, the proposal does not need UCC review.

*A change is considered an informational item if UCC/GCC needs to be informed of the change but will not be able to affect whether the change happens or not. This also may be determined by the Registrar.

**Catalog cleanup for courses generally refers to removing deleted courses from prerequisites, updating prerequisites with approved prefix changes, and catching grammar/punctuation/formating issues.

Approved by UCC 4/28/15