

Appendix D

UNK Faculty Senate Academic Affairs Committee Operating Guidelines

The charge of the Academic Affairs Committee:
(UNK Faculty Senate ByLaws Article VII:B)

1. Serves as a safeguard against needless curricular duplication of courses and programs by:
 - a. receiving notification of undergraduate courses and programs of study after they have been approved by the curriculum committee of the undergraduate college;
 - b. reviewing course proposals in intercollegiate and multidisciplinary areas within the University;
 - c. making specific policy proposals for curriculum development and coordination to education policy committees of the undergraduate colleges.
2. Proposes policy statements for University-wide academic issues.
3. Maintains liaison with the Graduate College so as to coordinate undergraduate and graduate curricula and programs.
4. Reviews actions taken by the General Studies Council.
5. Considers any other academic questions as directed by the Faculty Senate or the Senior Vice Chancellor for Academic Affairs.

Operating Guidelines:

The Academic Affairs Committee reviews courses submitted to the Committee in terms of the following criteria to insure effective review for curricular duplication.

Procedural Qualifiers:

- a. Understandable action request.
- b. Understandable credit hour information.
- c. Understandable basic course information in context of CAP posting categories.
- d. Evidence of approval by curriculum committee at college level.
- e. Evidence of statements of awareness/notification from other effected departments or programs.

Academic Qualifiers:

- a. Understandable course /program content via description and syllabus
- b. Understandable credit hour relationship to course/program content.
- c. Understandable in terms of applicable University policies and procedures.

(Understandable – Means the material is clear in expressing nature, meaning and significance within the context of the above categories.)

Adopted by FS Academic Affairs Committee – November 19, 2009