

Procedure for Catalog Change Objections

A department may file an objection to a proposed catalog change. The proposed catalog change will not be recommended for approval by the FSCC until the objection is resolved. Throughout this document, "program" should be substituted for "department" where appropriate, and "program supervisory committee" should be substituted for "department curriculum committee" where appropriate.

Format and Content of Objection

The objection should be submitted in memo format. The memo should describe the nature of the objection, provide rationale for the objection, and propose how the objection could be resolved.

Process for Filing an Objection

a. Process to use when the department filing the objection is IN THE SAME college as the department proposing the catalog change:

The objecting department's curriculum committee chair should send the written objection to the curriculum committee chair of the department who proposed the catalog change. This objection memo should be copied to the department chairs of the departments offering the course in question, the college curriculum coordinator, and the chair of the Faculty Senate Curriculum Committee.

b. Process to use when the department filing the objection is NOT IN THE SAME college as the department proposing the catalog change:

The objecting department's curriculum committee chair should send the written objection to the curriculum committee chair of the department who proposed the catalog change. This objection memo should be copied to the department chairs of the departments offering the course in question, the two college curriculum coordinators, and the chair of the Faculty Senate Curriculum Committee.

Process for Resolution of an Objection

a. Process to use when the involved departments are IN THE SAME college:

The resolution of the objection should occur at the departmental curriculum level whenever possible. If resolution is not attained at the departmental level, the objection should be submitted to the college curriculum committee for resolution.

b. Process to use when the involved departments are NOT IN THE SAME college

The resolution of the objection should occur at the departmental curriculum level whenever possible. If resolution is not attained at the departmental level, the objection should be submitted to the Faculty Senate Curriculum Committee for resolution.

Process for Reporting Resolution

The two department curriculum committee chairs involved in the objection should send a memo with both their signatures to their respective college curriculum committee coordinator(s). This memo should be copied to the chairs of the departments offering the course in question and the chair of the Faculty Senate Curriculum Committee.

If not resolved at the departmental curriculum level, the body resolving the issue shall send written notification of the resolution to the individual who filed the objection and the recipient of the objection. This memo should be copied to all other parties who received a copy of the objection when it was originally filed.

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