

## PSU Faculty Senate Timeline for Legislation

- Course – Additions, Modifications, Deletions
- Certificate/Minor/Emphasis – Additions, Modifications, Deletions
  - Degree/Major – Additions, Modifications, Deletions

\*\*\*Please use the forms found on the Faculty Senate website under “Legislative Process for Undergraduate Curriculum Items,” <https://www.pittstate.edu/faculty-staff/faculty-senate/index.html#undefined8> \*\*\*

**2<sup>nd</sup> Monday of First Month** – Preliminary Legislation due in appropriate college SharePoint folder. Any concerns during this two-week posting should be addressed to the originating department chair with a cc to the appropriate College and the Registrar’s Executive Assistant. Originating departments shall address these concerns and if needed, resubmit the legislation to SharePoint as “original file name.revision.”

*Members of this group include:* Academic Deans, Dean of Library Services, Chairs, all department admins, Director of Teacher Education, Director of Assessment, Teacher Education Executive Associate, Registrar’s Executive Assistant, Degree Checking Administrative Specialist, Vice President of Academic Affairs and Provost, and the Executive Associate to the Provost.

**Last Monday of First Month** – Final Version of the legislation moved to appropriate College Curriculum Committee folder in SharePoint and the department chair will be notified of the date/time of the meeting.

**1<sup>st</sup> Friday of Second Month** – College Curriculum Committee meet by date.

**3<sup>rd</sup> Wednesday of Second Month** – All approved legislation with appropriate signatures, due to Registrar’s Executive Assistants “Approved College Curriculum Legislation” folder.

**3<sup>rd</sup> Friday of Second Month** – All approved items will be posted to the Faculty Senate website under “10-Day Posting”. This will allow ten calendar days for concerns to be addressed to the originating department chair with a cc to the Registrar’s Executive Assistant.

**1<sup>st</sup> Monday of Third Month** – Legislation sent to Undergraduate Curriculum Committee. UGCC meeting times will be posted on the Faculty Senate website. A member of each department submitting legislation will be present at the FS UGCC meeting to address questions.

**2<sup>nd</sup> Friday of Third Month** – Undergraduate Curriculum Committee meet by date.

**4<sup>th</sup> Monday of Third Month** – Faculty Senate Meeting, meeting times will be posted on the FS website. A member of each department submitting legislation will be present at the FS UGCC meeting to address questions and report back to their respective academic unit the results of the FS vote on their curriculum.

### Important Reminders Concerning Faculty Senate:

- This is at least a 3-month process. New degrees, majors, and programs will require an additional 4-5 months at the KBOR level to gain approval.
  - The first legislation, in the academic year, will be considered at the October Faculty Senate meeting (dates of all Faculty Senate meetings are posted on the Faculty Senate website).
- All items to be presented to KBOR must include completion of PSU and KBOR forms. Forms can be found on the FS website under “Legislative Process for Undergraduate Curriculum Items.”
- Due to the constraints of the Kansas Board of Regents’ timeline, new degrees, majors, and programs must be proposed by the **October legislation** month to be approved by the December Faculty Senate meeting, if approval and implementation is expected for the following academic year.

### Reasons to complete KBOR forms:

- 1) New Minor in an area of study where no Board approved degree program exist.
  - a) Example: Dance Minor in HHPR,
  - b) PSU decides what area the minor is attached to
- 2) Changing the name of an existing unit or Degree Title
- 3) Consolidation of two or more units or degrees in one unit or degree
  - a) Example: History and Social Sciences; English and Modern Languages
- 4) Splitting a unit or program into two or units or programs
- 5) Totally New Degree Program
- 6) Reorganization of an Academic Unit/Structure
- 7) New College/School
  - a) Example: School of Construction, KCCTE)
- 8) Changing a Degree to a Higher Level
  - a) Example: AAS to BS
- 9) Any New Major under an existing degree
- 10) Expedited Program Process