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THE GRADUATE SCHOOL

To: Kaveh Tagavi
University Senate Council

From: Jeannine Blackwell, Dean
The Graduate School

A handwritten signature in black ink, appearing to be 'JB' or similar initials, written over the name Jeannine Blackwell.

Date: September 26, 2006

Graduate Council approved the Proposal to Change the definition of a “Minor Change” on September 21, 2006.

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November 27, 2006

TO: Phil Kraemer, Undergraduate Council Chair

FROM: Jim Lindsay 
Health Care Colleges Council Coordinator

RE: Change in Definition of "Minor Change" Senate Rule 3.3.0- G 2

At its November 21st 2006 meeting the Health Care Colleges Council approved with an amendment (see below in bold italics) the proposal submitted by the Graduate School requesting a Change in Definition of "Minor Change" Senate Rule 3.3.0- G 2.

Amendment:

II. E.- Addition or alteration of a required capstone course, ***clinical practicum*** or experience, if within the program rubric.

If you have any questions please feel free to contact me.

Thanks.

cc- Sheila Brothers, Senate Council Office
Jeannine Blackwell, Graduate Council Chair

Proposal to Change the definition of a “Minor Change”

Changes in existing definition of a minor change:

A. Minor change categories b and c ("editorial change in (title or description) which does not imply change in content or emphasis") should be expanded to read **"editorial change in (title or description) which does not imply significant change in content or emphasis."** As now, these changes would go from the program for review through the Dean of the program's college, to the Associate Provost of Undergraduate Education or the Graduate Dean for transmittal to Senate Council. Examples like the following would constitute "minor changes":

1. Change to course title or description to update terminology or shifts in professional usage or methods in the field of study (Example: "African American History" to replace "History of the Negro" or "German cultural Studies" to replace "German literature, language, and culture")
2. Change in course description or title of chronology that does not constitute a major change in course content: (Example: "Eighteenth and Nineteenth Century European Culture" to "European Culture 1789-1914"; studies "post-war to the present" to "studies from 1945 to 1989" or "late 20th century studies").
3. Changes in content of title or description that reflect a shift in focus but not major change in content of the original course. (Example change in title: "Baroque Poetry and Prose" to "Early Modern Literary Studies") (Change in description: "Medical response to emergencies and natural disaster" to "Public health response to bioterrorism, natural disaster, and emergencies.")

B. Minor Change d. on prerequisites should be expanded to include this type of change: Change in prerequisite can be a minor change **if it is within the program's own course code** Example: Prereq: "GER 205 or consent of instructor" to Prereq: "GER 307 or consent of instructor". If the prerequisite change affects other programs, a simple sign-off from the faculty of that department or program would allow the revision to be processed as a minor change.

II. A new category, the minor program change, should be instituted. Changes such as the following should be considered as minor program changes:

A. Any program faculty can make **minor changes in its own requirements or program of study, if those changes affect no other program**, by means of a vote of the faculty in that program, approval of the Dean of that College, and approval by the Associate Provost for Undergraduate Studies or the Dean of the Graduate School for direct transmittal to the Senate Council and University Senate. That eliminates review by the College Council and the UG Council/Graduate Council

- B. Change in a doctoral program's required model of residency (Model I, II, or III).
- C. Change to accept or remove Plan A or Plan B masters option.
- D. Change in required courses in a degree program, if within the program course code and adhering to other University Studies or Graduate School requirements.
- E. Addition or alteration of a required capstone course or experience, if within the program rubric.

III. Proposal to Change procedures on dropped courses to make them minor changes:

If a program wants to drop a course, the faculty should vote on this action. The Director of Graduate Studies or Undergraduate Studies or Chair should contact any other program or department affected by or potentially affected by the loss of this course. This notification should require the signature of the Director of Graduate or Undergraduate Studies in the affected program, after approval of the program faculty. The notification of the drop should then be forwarded to the Associate Provost for Undergraduate Studies or the

Dean of the Graduate School for transmittal to the Senate Council and University Senate. If any involved party objects to the drop, then the dropped course undergoes scrutiny by the College Council, the Undergraduate or Graduate Council, and transmittal to the Senate Council and University Senate.