

Number: ACAF 5.00 EE
Section: Academics
Subject: New course or course changes
Date: September 7th, 2006

Latest Revision: _____

Policy for: Department of Electrical Engineering
Procedure for: Department of Electrical Engineering
Authorized by: _____
Issued by: Department of Electrical Engineering

I. Policy

All new course proposals and course changes must be approved by the Department of Electrical Engineering's Program Committee, the Department of Electrical Engineering faculty, and after that the University Courses and Curriculum Committee and the Faculty Senate. Only the Program Committee's approval is needed if the changes are minor and do not affect information normally approved by the CCC.

II. Procedure

- A. The proponent of the change or new course will complete the appropriate forms which are available on the Department of Electrical Engineering intranet. **(we will need to add these)** A Course Curriculum Action Request form
http://www.sc.edu/faculty/senate/documents/course_curriculum_action.pdf must be filled out and attached to all New Course Proposal forms
http://www.sc.edu/faculty/senate/documents/new_course_proposal.pdf and Course Change Proposal forms
http://www.sc.edu/faculty/senate/documents/course_change_proposal.pdf
- B. The proponent of the change or new course must develop a course syllabus or revise the current one. This must be in the format required by our ABET processes, following the template at:
- C. The proponent needs to submit parts A and B to Alicia Stoll. The Chair of the Program Committee will consider and accept or reject the new course or course changes.
 - i. If the changes are internal the revised course objectives, content, etc. is approved in committee minutes. A copy will be forwarded

- to David London so the course information on the department's web page can be updated.
- ii. If the change requires external approval from the Committee on Curricula and Courses and Faculty Senate the Program Committee will add the course paperwork as an attachment to the Electrical Engineering faculty meeting agenda and will need to obtain the faculty's approval.
- D. For courses 500 level or below:
- i. After approval by the EE faculty, twelve copies of the forms will be sent Alicia Stoll to the Faculty Senate.
 - ii. Alicia Stoll will contact Jeanna Luker to find out the deadlines for submitting materials (777-6073).
- E. For Courses 700 level and above:
- i. After approval by the EE faculty, twelve copies of the forms will be sent by the Graduate Director to the Graduate School
 - ii. The Graduate School meets the 1st and 3rd Mondays of each month to review changes.
 - iii. Anthony Edwards will notify the contact person by e-mail of the meeting time so he or she can attend.
- F. The Program Committee needs to arrange for a faculty member to attend the Course Curriculum Committee meeting in case there are any questions about any of the 500 level and below classes
- G. The Faculty Senate meeting is usually a couple weeks after the Course Curriculum meeting and is where final approval is given.
- i. Dr. Huray is the Department of Electrical Engineering's representative.
 - ii. Faculty Senate does not send the department any official notification of course approvals. The outcome of the meeting can be found by:
 1. The Electrical Engineering Department's representative informing the Program Committee
 2. Contacting Jeanna Luker
 3. Looking on-line for the Faculty Senate meeting minutes.
- H. The Faculty Senate office submits changes to Thom Harmon in Publications so the on-line and hard copy bulletin can be updated.
- i. The on-line bulletin can be updated any time of year.
 - ii. The deadline for the changes to be submitted for the 2007-2008 **hard copy** bulletin is March 2007.
 - iii. Thom will send out a memo when a specific date is chosen.

- I. The Faculty Senate Office submits changes to Jodie Morris in the Registrar's Office so the Master Schedule will be updated.
- J. After everything is approved the Program Committee needs to give Donna Ford in Student Services copies of the Course Curriculum Action Request forms. She will update IMS as soon as Jodie Morris has updated the Master Schedule. This will allow the class to be available for students to register.
- K. All course changes that have been approved by the Faculty Senate need to be forwarded to David London so he can update the Department of Electrical Engineering web-site.