

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number _____ or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

See attached memo regarding the Restructure of the Agricultural and Environmental Sciences.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Content (substantive change)	A	A	A	I				A	A
4.	Number of hours (lecture, lab, contact)	A	A	A	A				A	A
5.	Course number within the hundred	A	A	I	I				I	I
6.	Course number beyond the hundred	A	A	A	A				A	A
7.	Prerequisites	A	A	A	I				I	I
8.	Course fee(s)	A	--	A	--				A	I
9.	From U to G <i>or</i> G to U	A	A	A	A				A	A
10.	Cross list with another department: U or G level	A	A	A	A				A	A
11.	Department of record	A	A	A	A				A	A
12.	Open or close a course	A	A	A	A				A	A
13.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³							Provost	Faculty	President	Board of Trustees
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD				
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	A	A	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

² The Dean and Department should respond to the Provost’s recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU’s University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and “not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession” (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 10-16-13

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Teacher Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

General Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Undergraduate Academic Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Graduate Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Faculty	
_____ <i>Chair of faculty senate</i>	_____ <i>Approval date</i>

President	
_____ <i>Signature</i>	_____ <i>Approval date</i>



Date: November 19, 2014

Re: Restructure of Agricultural and Environmental Sciences

This Fall and Spring, the University will engage the process of restructuring the Department of Agricultural and Environmental Sciences with the Department of Biology. This decision comes after conversations with the faculty and staff in both departments and represents a way to provide a pathway to graduation for current students and a way forward for the university to serve future students in high-enrollment programs. Specifically, the university would do the following:

- Teach to completion all students currently in the Agribusiness, Animal Science, and Environmental Science degrees.
- Develop programs in Biology to serve students interested in pre-veterinary medicine and wildlife management/environmental studies (the two most highly-subscribed programs).
 - Current students who want to transfer to those programs would be able to do so
 - Recruitment of future students would be responsibility of Biology faculty
- Upon completion of teach-out, close programs in Agricultural and Environmental Sciences, continuing pre-vet and wildlife management in their new forms in Biology
 - Specifically, the BS Agribusiness and BS Animal Science would close
 - Consider adapting the BS Environmental Science to continue its offering in Biology or close as appropriate

University policy requires parts of these decisions to be approved by academic councils and the full faculty. That process would take place in the Spring semester.

Key factors have gone into making this proposal:

- Distribution of Majors: The department offers nine tracks within three degrees (Agribusiness, Animal Science, Environmental Science). Two of those tracks (pre-vet and wildlife management) contain approximately two-thirds of the students. In the past, students were more equally distributed among different degrees and tracks; over the past few years, the pre-vet and wildlife management have been the most well-subscribed.

Degree	Fall 2004	Fall 2006	Fall 2008	Fall 2010	Fall 2012	Fall 2014
Total #	66	85	74	88	84	100
AGRB	36%	33%	24%	18%	14%	9%
ANSC	35%	33%	35%	36%	40%	60%
ENVR	29%	34%	41%	45%	45%	31%

- Reduction in Faculty: the department has experienced a steady reduction in faculty over the last four years from six to two. Most of these four positions have not been refilled because of the need to realize budgetary savings; occasionally it has been difficult to identify qualified faculty to hire. The effect of these reductions forces the department to scramble in covering classes, increase the

work-load among remaining faculty and staff, and reduce the number of extra-curricular offerings for majors. It is not appropriate, strategic, or in our students' interests to continue this situation. While the inability to attract and retain faculty is *part* of the reason for reduction, it is important to note that, more often than not, the university imposed the decision not to renew.

- Reliance on Adjuncts: with a reduction of full-time faculty comes an increased presence of adjunct faculty in the department. 32% of the classes/labs in Fall 2014 are being taught by adjuncts. While quality, invested adjunct faculty can be a valuable resource, the inconsistencies inherent in having a variety of instructors move in and out of a department raises concerns.
- Stewardship of Resources: Because of the need to balance the budget, funds are not available to hire the additional faculty needed to support all the current programs. By restructuring the most well-subscribed programs, the university can focus resources where they serve the most students.
- Why Biology: Many schools offer a pre-vet track in their biology departments. Additionally, key biology faculty have experience and training in ecology and environmental studies.
- Next Steps: By the end of the Fall 2014 semester, the Department will create a *teach-out plan* that provides the course schedule for the next seven semesters (Spring 2015 to Spring 2018). This will be used to plan full-time and adjunct faculty loads, as well as provide a map for students to plan their coursework.
 - The department may create a written response to this proposal. This written response plus any comments from students, staff or faculty would compose the departmental response and should be delivered to the Provost by January 12, 2015.
 - Both this proposal and the department response would be forwarded to the UUAC, who would include it on their agenda early in the Spring 2015 semester. As appropriate, representatives of the department (faculty, staff, and students) could make comments to the UUAC during deliberations of this proposal.
 - As appropriate and if approved by UUAC, the University will engage in faculty discussions and voting regarding degree closures. In Spring 2015, the new degrees would be proposed and considered for inclusion in the 2015-16 catalog.
 - As appropriate and if approved by faculty, the University would notify the Southern Association of Colleges and Schools Commission on Colleges regarding degree restructures – both closures and additions.