

Wartburg College

GUIDELINES FOR CURRICULAR CHANGES

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE FACULTY

REQUESTS TO EPC/GENERAL EDUCATION COMMITTEE

1. The following changes, which impact catalog copy and program content, must be submitted to EPC for review and action:
 - 1.1 New programs (majors and minors)
 - 1.2 New courses
 - 1.3 Deletion of programs
 - 1.4 Changes in major and minor requirements
 - 1.5 Substantive course description changes
 - 1.6 All changes in the Wartburg Plan of Essential Education

2. The following changes, which impact catalog copy and program content, must be submitted to the Dean of the Faculty for information purposes:
 - 2.1. Course deletions
 - 2.2 Minor course description changes
 - 2.3 Editorial changes deemed necessary for clarity in catalog presentation

Items listed under 1 are to be submitted to either the General Education Committee or the Educational Policies Committee no later than November 15 of the year preceding implementation. For example, a new course submitted by November 2002 will be implemented Fall Term 2003. Unless specific approval is requested, changes will go into effect the academic year following approval.

RESPONSIBILITIES IN THE ROUTING PROCESS

- 1 The Department Chair oversees the accurate completion of the attached form for proposals in both categories 1 & 2 and forwards them, with required attachments, to the Dean of the Faculty by November 15 of each academic year. Because of the two-year catalog, departments should plan curricular changes in such a way that the catalog will reflect what the department is actually teaching.

2. Department Chair Responsibilities for items in Categories 1 and 2. Complete all sections of the EPC form. Attach a course syllabus, which may include the following:
 - a. course title
 - b. official (catalog) course description
 - c. instructional/learning objectives; expected student outcomes
 - d. instructional activities
 - e. methods, types, purposes of evaluation
 - f. grading
 - g. required texts, materials, supplies

3. If the course is being proposed as part of the Essential Education Plan, either use the forms provided by the General Education Subcommittee or write a narrative that describes how the course meets the goals of the specific requirement and how you intend to assess the goals. It is important that you help individuals not in your discipline understand how the goals will be accomplished and assessed.

4. If the proposed course is new, attach a statement of rationale explaining in detail the reasons for the course being added to the curriculum. Provide precise response to the following questions:
 - a. Who are the potential clientele (majors, minors, general education students, non-majors) and why do they need this course? (Provide explanation for all categories that apply.)
 - b. How will the addition of this course affect a program of study? (Will the number of required courses increase? Stay the same?)
 - c. Is the addition of this course related to the deletion of any other course/course?
 - d. Resource implications – Provide a staffing plan to demonstrate that no additional faculty are required to teach this course.

5. Assessment of the proposal by EPC or General Education Subcommittee is based on the following criteria:
 - a. Consistency with the distinctive characteristics and learning outcomes articulated in the College Catalog.
 - b. Consistency with the goals and objectives of the Wartburg Plan of Essential Education (if relevant)
 - c. Effect of proposed changes on degree majors, minors, or other programs.
 - d. Impact of proposed changes on overall college curriculum.
 - e. Resource availability such as library holdings, facilities, and staffing. In some cases, EPC may invite Faculty Council to comment on resource implications.

GUIDELINES/COMMON PRACTICES

6. The Wartburg College Academic Catalog provides the official academic policies of the College. Nevertheless, as the Educational Policies conducts business, there are some common practices that may be helpful to articulate for EPC and faculty making requests to EPC. These guidelines or common practices fulfill that need.
 - 6.1 Of the 36 course credits students are required to complete for graduation, The Wartburg Plan of Essential Education consists of 14.5 to 15 course credits slightly over 1/3 of the curriculum. Generally speaking a major should also be about 1/3 of the curriculum, leaving 1/3 for elective credit. Therefore, majors should be about 12 course credits. Departments seeking to require more than twelve course credits in a major should provide a rationale for the increase in the major and subsequent decrease in elective credit opportunities.
 - 6.2 Wartburg College offers the option of a minor. Generally speaking minors consist of 6 to 8 courses with at least 4 courses in one department. There is, however, at least one variation on the minor. The College does offer Interdisciplinary Minors consisting of 6 to 8 courses from two or more departments. Currently these interdisciplinary Minors are Environmental Studies, Intercultural Studies, Worship Studies, and Women's Studies. A minor should be in a field or discipline different from the major. With the exception of the Leadership Certificate, the College does not offer certificates to students unless it is a post-graduate program or a non degree-seeking student.
 - 6.3 A concentration consists of additional courses beyond the core courses of the major that focuses in a particular area. In general, a major consists of 12 course credits. Therefore a concentration could be four to six course credits within the major. Departments will not have concentrations within the minor.
 - 6.4 Academic majors may also contain concentrations (Wartburg does not use the term "emphasis"). A concentration is a special area of focus in addition to a set of core courses in the major. With majors generally being 12 course credits, a concentration may add to the number of course credits. It is recommended that the set of core courses and the concentration not exceed 15 courses.
 - 6.5 Wartburg College is committed to the assessment of student learning. Each major and all components of the Wartburg Plan of Essential Education must have appropriate goals, multiple points of assessment, and a system for using assessment data to improve the curriculum. EPC and the General Education Subcommittee will look for evidence of assessment as programs and courses are reviewed.
 - 6.6 Wartburg College is committed to class size that allows for individual attention while using the resources of the College most effectively. Faculty Council and the Dean of the Faculty monitor class size on an annual basis and may work with EPC and department chairs regarding class size issues. Currently class size for writing intensive courses is set at 25; science laboratory sections are set at 24. Faculty may request through

the Dean of Faculty office, a temporary increase in the size of a course. Generally a temporary increase in class size is considered to be up to five students. Increases greater than five students requires consultation with the Dean of the Faculty Office. Any decrease in class size must be approved by EPC.

- 6.7 Special Topics (195,295,395,495) can be taught twice. If the department wishes to continue the course beyond two terms, a request must be made to EPC for a permanent number and course title.
- 6.8 Internships, Independent Studies Arranged Studies. Internships must be approved through the Internship Coordinator and filed with the Registrar prior to receiving credit for the experience. The College has an internship policy in a separate document. The Vice President for Enrollment Management approves arranged and independent studies for student credit. The Assistant Dean for Academic Affairs approves arranged and independent studies for the purposes of faculty load and payment.
- 6.9 IS 101 and IS 201 are Writing Intensive courses, but are not counted toward the WAC requirement.
- 6.10 Travel courses require a budget that must be on filed in the Dean's office by January 1 of the year preceding the May Term trip and revised by October 1 of the year the course is scheduled. May Term budget forms are in the Faculty Handbook.
- 6.11 Course fees should be kept to a minimum. Generally the comprehensive fee of Wartburg College covers special expenses associated with courses. Travel courses are the exception to this policy.
- 6.12 Numbers are assigned to courses by the Registrar's Office after a review of past course numbering. Generally speaking, if a course is split or significantly altered in terms of content or title, a new number will be assigned to avoid confusion with the former course.
- 6.13 As a general rule if a department or program is proposing a new course, the program or department must also propose that a course be deleted. The number of courses in any program should take into account the number of preparations each faculty must teach, a balance of upper and lower division courses, and a two-year rotation of courses.
- 6.14 EPC confirmed the practice that a leave of absence does NOT excuse students from the incomplete grade rule. Therefore, if a student receives an incomplete and is on a leave of absence the following term, the student is still required to complete the course within the time frame established by the catalog.
- 6.15 Generally speaking if a two-course sequence is reduced to one course, the course will receive a new number and new title and requires EPC approval.
- 6.16 The IS 101 course will be waived for students transferring in the equivalent of seven course credits.
- 6.17 The IS 201 course will be waived for students transferring in the equivalent of eight course credits.
- 6.18 Continuing Education Credits: 1 CEU = 10 contact hours (See Registrar's Office)
- 6.19 Individualized Majors: It has been the general practice of the college that individualized majors are made up of WARTBURG College credits and not transfer credits.
- 6.20 Term Even Years = This refers to the calendar year, not the academic year (Winter 2009 = Jan-April 2009, not Winter Term associated with the 2009-2010 academic year)
- 6.21 Term Odd Years = This refers to the calendar year, not the academic year

7. Scheduling

MWF will be held	T-TH classes will be held
7:45-8:50	7:45-9:25
9:00-10:05	9:35-11:15
10:45-11:50	1:00-2:40
12:00-1:05	2:50-3:40
2:30-3:35	3:50-5:30
3:50-5:30	

Additional Scheduling policies

- 7.1. 10:15-10:35 is reserved for Chapel on MWF. No meetings, lessons, or classes are to be regularly scheduled during this time.
- 7.2. 4:00-6:00 is set aside for music ensemble rehearsal and athletic practices. Only multiple sections classes are to be scheduled at this time so that students participating in these activities are not disadvantaged. (At least one

person believes that any single section ELECTIVE courses may also be offered at this time – need to confirm this.)

7.3. Evening classes are scheduled from 6:30-9:30 M-TH. It is the practice of Wartburg College to fill all day class periods to the maximum number of classrooms available. Evening classes should be kept at a minimum and again primarily multiple section classes. This allows students in athletics, ensembles, and student activities to participate in evening competitions.

7.4. 11:30-12:30 TTH are Community times set aside for convocations, faculty, group, department, new faculty and department chair meetings. It is the practice of Wartburg College to have all faculty, staff, and students available during the major convocation events (on Tuesdays) during the academic year. Lessons, classes, meetings, should not be scheduled to interfere with attendance at Convocation.

7.5. Classes should begin at the regularly scheduled time and end at the regularly scheduled time. Variations in ending times may occur for laboratories and studio courses and should be clearly indicated on the schedule to avoid confusion.

7.6 Scheduling for May Term classes should also be spread out during the day. This is necessary for availability of classrooms as well as allowing students to work at various hours, not all end up in the Mesa at the same time, and not all end up in the residence halls at the same time.

7.7 Summer scheduled adopted for the Summer of 2008 is as follows:

7:30-9:20

9:30-11:20

11:30-1:20

1:30 – 3:20

6:00 – 9:45 twice a week for six weeks

Adopted by EPC 09/16/91 (Revised 04/04/01; 4/4/02; 3/12/05; 4/4 2006)