American University of Central Asia

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NEW COURSE APPROVAL POLICY

OBJECTIVES

The objective of this policy is to establish university-wide procedures for the approval of new courses.

The approval of new courses aims:
- To ensure that a course is compatible with the Program curriculum, other courses and the University's mission and strategy.
- To strengthen the principles of academic excellence and educational quality assurance.
- To ensure that there is a demand for the course.

PROCEDURE

The course approval process requires faculty, departmental, and university-level activity. Depending on the new course category (Required Course, Elective Course, or Expedited Changes), the process begins with the faculty who must discuss with and receive approval from the Department Chair. Once the Department Chair approves the course or course change, then the approval passes to the next appropriate person: the Division Head, Registrar, Academic Affairs Committee, and / or the VPAA (see the chart, below). Required courses, initially approved by the Ministry of Education, are not reviewed by the AAC.

ROLES & RESPONSIBILITIES

Faculty Member:

The faculty member must develop a course description, learning outcomes, course outline and required forms to complete for submission application. The faculty may consult with the Center for Teaching, Learning, and Technology (CTLT) on any questions related to questions of learning outcomes.

Department Chair:

The department chair should ensure that the course is consistent with the curriculum requirements of the program, the level of the course is appropriate to the course code, the course credits are consistent with the workload, and the prerequisites, and the teaching format are justified. The Department Chair will also check whether the field of study and qualifications of the faculty member align with the course. After approval, the department chair must check that the syllabus checklist has been adequately met. If not, the department chair will mentor the faculty member or refer the faculty to CTLT.

Division Head:

The division head should be consulted when there is a disagreement between the Faculty and the Department Chair, or when the Department Chair would like to consult to prevent duplication, look for interdepartmental opportunities, and / or receive a second opinion. The Division Head should likewise check all components listed under the "Department Chair" role and additionally should check that the course is not duplicating any other course in the division.

Registrar:

The registrar will check and confirm that the course does not duplicate the content of another course in other departments of AUCA.

VPAA:

For required courses, the VPAA will double-check that all course criteria are met for a required course.

Academic Affairs Committee:

For new elective courses, the AAC will double-check that the credit requirements, course workload, and teaching format are justified. Additionally, it will confirm that the description of the course and learning outcomes are clear and reflect the general content of the course for students.

Faculty Senate:

The Faculty Senate will review new elective courses approved by the AAC and give formal approval or rejection. The Faculty Senate will double-check that the new course aligns with the mission and strategic development plan of the university.

REQUIRED LIST OF DOCUMENTS TO BE REVIEWED BY AAC

1) New Course Approval Form, completed and signed by a faculty member, Department chair, and Head of the Division. Cross-listed courses should be approved by both chairs of the programs.
2) Justification of the necessity of creating a new course or making changes to the course record.
3) Course description, learning outcomes, and outline of topics covered in the course.

Submit all documents to the Registrar's Office by the stated deadline.

CRITERIA FOR COURSE REVIEW

The Academic Affairs Committee will use the following criteria for course review:

1) Justification of the need for the course in the program and correspondence toward the curriculum requirement such as meeting the university mission.
2) No duplication of the content of another course in other departments of AUCA.
3) The description and general content of the course.

DEADLINES

Proposals for new courses for the upcoming semester should be submitted to the Registrar's office at

least one month prior to the first day of registration for that semester. The person or committee responsible for approval will inform the VPAA of their decision within 15 working days after the submission. It is the responsibility of the department and faculty members to follow the deadlines and submit new course proposals before the deadline.

APPEAL PROCESS

If the new course is not approved, the Department Chair and Faculty member can appeal the decision by applying to the VPAA, who should consider arguments from both sides and make the final decision. Any course, regardless of pathway, must be submitted to the VPAA if submitted late.

EXPEDITED PROCESS

Minor course changes without substantial changes in the content of the course (modifications to the title, and course number without substantial changes to the content and learning outcomes of the course) can follow the expedited approval process, found under the "Expedited Process" pathway. In this case, courses must be reviewed and signed by the Department Chair, Head of the Division, Head of the Registrar's office, and VPAA. The request for expedited approval should be indicated in the proposal; in the disputed cases it is at the discretion of VPAA to determine whether the course proposal can follow the expedited process of approval. If the expedited process is approved, the decisions will be made within seven working days of submitting all required documents to the Registrar's office.

Please note: Courses existing in the Academic Affairs database, but which were offered before 2013 need to go through the pathways for new course approval. be submitted as a new course (according to the pathways for new course approval, below).

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PATHWAYS FOR NEW COURSE APPROVAL

	New Course Creation: Required Course	New Course Creation: Elective Course	Expedited Process
Description	The department must create a new course per revised and approved curriculums. (If a curriculum is revised, it must be approved by the Academic Affairs Committee and Faculty Senate. See x .)	The department or a faculty member wishes to offer a new elective course.	The department needs to change ● The number of credits; ● The course name; and / or; ● Elective or required status; ● Cross-listing (for already existing courses); ● Gen Ed requirement changes; ● Mode of the class; ● Another minor component of the course record for future semesters. Content is expected to remain essentially the same, barring minor updates.
Documents to Submit	● New Course Approval Form ● Course Justification ● Course description, learning outcomes, and outline of topics	● New Course Approval Form ● Course Justification ● Course description, learning outcomes, and outline of topics	● Registrar Form ● Course Justification
Approval Process	● Department Chair ● Registrar's Office ● VPAA	● Department Chair ● Division Head ● Academic Affairs Committee ● Faculty Senate ● VPAA	● Department Chair ● Division Head ● Registrar ● VPAA
Deadline	Semestrovka creation deadline; set by the registrar each semester.	At least one month prior to the semestrovka creation deadline; set by the registrar each semester.	Semestrovka creation deadline; set by the registrar each semester.