BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV:02:05   Date: April 2010

Subject: Electronic Archive of Course Proposals

1. All course revision proposals must be accompanied by the current course proposal being revised.

2. The Electronic Course Submission (ECS) platform allows for archive folders to be placed in each department.

3. The College Senate Curriculum Committee has access to the archive folders for each department.

4. Timely approval of course proposals requires that the College Senate Curriculum Committee work groups compare the current course to the proposed course revision.

5. Efficient archiving and retrieval of course proposals at every level – department, school, Senate – has been problematic.

The following was approved by the President in April, 2010:

Any new course proposals moving forward from this date (April 8, 2010) be archived electronically. The President charges the Provost and the Chief Information Officer with the responsibility of investigating available institutional resources and proposing a plan for archiving existing course proposals that is consistent with those resources by September 2010.