

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IV:04:00

Date: February 1974

Updated: February 2006

Subject: Challenging Proposed Courses

<http://collegesenate.buffalostate.edu/curriculum-committee>

### Course Challenges:

The curriculum review process allows departments to comment on and dispute a particular course or program. This most frequently occurs when one department submits a course that another department feels is within its purview.

1. Course challenges are administered through the College Senate Curriculum Committee
2. Challenges must be initiated within 15 academic days after the date on which the disputed course is announced in the College Bulletin. A challenge must be forwarded by the Chair of the challenging department to the Chair of the Senate Curriculum Committee
3. Procedures for resolving the course challenge are listed in the Directory of Policy Statements, IV:04:00.

### Original Policy:

1. Challenges must be initiated within **fifteen** academic days after the data on which the course is listed in the *College Bulletin*.
2. Initiation of a Course Challenge.

Challenges in the form of a written memorandum detailing the specifics of the challenge must be sent to the Chairperson of the Senate Curriculum Committee within 15 academic days after the course appears in the *College Bulletin*. No challenge may be initiated beyond this 15 day interval. Only those challenges that have been approved by a department chairperson or chairperson of the appropriate academic curriculum committee (departmental, divisional, or faculty) may be forwarded to the Senate Curriculum Committee.

3. Procedures for Informal Negotiation of Course Challenges.

A procedure of informal negotiations to resolve the course challenge shall take place within 20 academic days after both departments are sent official notification that they are obligated to initiate such a procedure.

- a) Upon receiving a written challenge, the chairperson of the Senate Curriculum Committee shall notify both departments of their obligations to initiate informal negotiations to resolve the challenge and the procedures to do so. A copy of the written challenge, specifying the basis of the challenge shall accompany the notification to the department whose course is being challenged.
- b) Within 5 academic days after notification is sent, both departments shall advise the Chairperson of the Senate Curriculum Committee in writing where and when the two departments will meet informally to resolve the challenge, the meeting to take place no more than 10 academic days after the date of the notification of Procedures for Informal Negotiation of Course Challenge.
- c) Within 5 academic days after the informal meeting both departments shall notify the Chairperson of the Senate Curriculum Committee what resolution took place or what areas they failed to resolve.
- d) The time period for informal negotiations may be extended if mutually acceptable to both departments.
- e) Informal Negotiations of Course Challenges may be waived if either or both departments chose not to participate. Written notification of this decision must be submitted in writing to the Chairperson of the Senate Curriculum Committee.

4. Procedures for Formal Course Challenge Arbitration.

- a) If the course challenge cannot be resolved informally, the Chairperson of the Senate Curriculum Committee shall appoint a three-person sub-committee to arbitrate the challenge. If the challenge involves departments in two different faculties, the Arbitration Subcommittee shall be composed of one person from each of the faculties involved (but not from involved departments) and a third person from another faculty. If both involved departments are within the same faculty, only one subcommittee member shall be from that faculty. Whenever possible, the subcommittee shall be composed entirely of members of the Senate Curriculum Committee. However, in unusual circumstances the Curriculum Committee Chairperson may appoint faculty members from outside the Committee, if they have been approved by a majority of the Committee. The Chairperson of the Arbitration Subcommittee must be a Committee member and may not be from the same faculty as either of the involved departments.
- b) The arbitration Subcommittee shall hold an open hearing regarding the challenge within 15 academic days after its appointment. The Subcommittee Chairperson shall determine a time and place for the hearing convenient to the Subcommittee

and to both departments and shall notify those involved at least 5 academic days before the date of the hearing.

- c) The Arbitration Subcommittee may recommend that the Senate Curriculum Committee:
  - 1. Reject the challenge whereby the course is recommended and forward to the Chairperson of the Senate.
  - 2. Accept the validity of the challenge and return the course to the originating department as not recommended.
  - 3. Accept partial validity of the challenge and recommend revisions that would make the course acceptable (e.g.-cross listing of the course).
- d) The Senate Curriculum Committee shall act in the recommendation of the Arbitration Subcommittee.

5. Appeal of Senate Curriculum Committee Decisions.

If the Senate Curriculum Committee rejects a course (whether or not the course has been challenged), the department from which the course originated may appeal the decision to the Full College Senate.

- 6. The Senate will forward its recommendation to the College President.

Source of Information: *College Bulletin*, February 26, 1974