

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV: 12: 00

Date: Updated May 2020

Subject: Intellectual Foundations Courses

The process for submitting courses for approval as part of the Intellectual Foundations Program is as follows:

1. Use the Intellectual Foundations (IF) Narrative form to explain the correspondence between the Intellectual Foundations learning outcomes and the course topical outline. Forms can be found at the College Senate Curriculum Committee (CSCC) website.
2. All new or revised curriculum proposals and the Intellectual Foundations Narrative form shall be submitted via the online workflow management system.
3. A report notifying the initiator (person who initiates the proposal in the online workflow management system) of the Intellectual Foundations designation (approval, approval with revisions, or rejection) will appear in the online workflow management system.
4. The CSCC conducts independent reviews of new and revised course proposals as per Directory of Policy Statement IV.02.00. The Senate Intellectual Foundations Oversight Committee (SIFOC) conducts a parallel review of course proposals for appropriateness in specific Intellectual Foundations (IF) categories.
5. Proposals that are **rejected** for specific IF categories will be returned to the initiator with the CSCC feedback via the online workflow management system. Departments may submit revised IF narratives in the same IF category or a new category via the online workflow management system.
 - Proposals that are ejected for a specific IF category that are resubmitted in a new IF category should be accompanied by a course revision proposal that can be independently reviewed in the online workflow management system.
6. Courses that are approved for a specific IF category will remain in that category so long as that category's learning outcomes do not change and the course continues to meet those learning outcomes.

PROCEDURES FOR APPROVAL OF INTELLECTUAL FOUNDATIONS COURSES

- A. Courses which require no changes in order to meet Intellectual Foundations outcomes:
 1. Complete Routing Sheet. Check only number 3 (Intellectual Foundations) under Type of Action, along with the Intellectual Foundations category.
 2. Complete the Intellectual Foundation Course Submission Narrative.
 3. Submit two hard copies of the course proposal and the narrative, as well as an electronic copy of each to the College Senate Office.
 4. Once the course is logged in and received by the Senate Office, SIFOC will review the course for fit with IF outcomes. Possible actions:
 - a. Approval as submitted.
 - b. Approval with revisions – returned to department with memo.

- c. Rejected – Appeal process (Department Chair sends letter to the Chair of the Senate Curriculum Committee).
- 5. Courses which have not been officially approved by SUNY for Trustees' designation must submit the SUNY approval form as well.
- 6. Only SIFOC will be reviewing these submissions and once approved, the course will be forwarded to the Office of Academic Affairs.
- B. Courses which will require changes in order to meet the Intellectual Foundations outcomes will be treated as a revision:
 - 1. Complete the Routing Sheet, Course Proposal and Intellectual Foundations Course Submission Narrative.
 - 2. Submit two hard copies and an electronic version of each to the College Senate, along with one hard copy of the current course.
 - 3. Once the revised course is logged in and received by the College Senate Curriculum Committee, it will be reviewed by the Committee according to the usual procedures. When the course is approved by the College Senate Curriculum Committee, it will be forwarded to SIFOC for approval of adherence to Intellectual Foundations outcomes.
 - 4. The SUNY approval form for Trustees' designation must be submitted as well.
 - 5. Once approved by both the Senate Curriculum Committee and SIFOC, courses will be forwarded to the Office of Academic Affairs.
- C. New courses requesting Intellectual Foundations designation will follow current procedures for new course submissions.
- D. Courses should not be submitted for renewal of Writing Intensive designation. Courses retain the "W" designation as per past practice.

The Assistant Dean for Intellectual Foundations should be contacted for help with Intellectual Foundations course designation.