Guideline for the Curriculum Process for a Student Affairs course

At the January 28, 2014 Curriculum Committee Meeting, a course was approved to change the sponsoring department from Social Sciences to Student Affairs. The Student Affairs representative volunteered to contact the administration to determine the path for signatures for a course that is sponsored by Student Affairs. Additional requests: 1) Who will act as the DC from Student Affairs and 2) #13 Which department is sponsoring the course? “As it is, #13 on the form has a pull down menu that lists all of the departments on campus; Student Affairs isn’t listed as an option here.” How to proceed?

Signature Process:
Curriculum Committee => Faculty Senate => VC Student Affairs => VC Academic Affairs => Chancellor

The Counselor Coordinator would sign in the place of a Department Chair.

#13 Which department is sponsoring the course? Counseling Department should be added to the drop down list.

Ellen Ishida-Babineau
Interim Vice Chancellor for Academic Affairs

Ardis Eschenberg
Vice Chancellor for Student Affairs

1/31/14
Date