This report is an inconclusive analysis of the status of courses that were being processed through the Senate Council Office for approval during the Spring 2011 Semester. The numbers represented are the minimum number of courses that were discovered to have issues. The actual numbers could be, and probably are, larger than shown. Time constraints played a major role in the compiling of this information and so we have gathered as much information as possible under the conditions.

The purpose of this report was to seek to determine some of the primary causes of delays in the curriculum approval process. As a temporary employee with a learning curve, I gathered as much information as possible but have limitations.

I reviewed 612 courses in our office, looking for patterns.

I found there were approximately 300 out of the 612 courses that required additional attention due to problems that needed to be investigated and corrected.

Of those 300 there were a wide variety of issues that that most likely should have been handled prior to reaching the Senate Council Office, during the approval process of other councils.

Academic Offenses – 16

Other Approval Needed – 13

Course Change Form Missing – 15

Discrepancies – 17

DL Issues – 25

Grading Scale – 17

Meeting Pattern – 35

On Campus / Off Campus - 15

Prefix Number – 5

Signatures Missing – 30

Program Name Changes – 14

Completed but not approved – 20

Other Issues – 78

These courses required further clarification between the Senate Council Office and faculty members, who sometimes thought their course was already approved, either because the courses were previously provisionally approved, or approved by other councils before coming to the Senate Council Office. This created several lengthy and time-consuming, sometimes frustrating discussions by email. These particular kinds of issues created an unnecessary burden on the Senate Council office which consists of 1.5 employees. The goal is to avoid these kinds of delays and frustrations in the future.