

VII.3 LINFIELD CURRICULUM DESIGNATION APPROVAL

Because faculty in CAS teach the majority of LC courses, the CAS CC chair will administer the populating of the LC Working Groups. As in the past, each group consists of four faculty members from different departments. For this purpose, the School of Business and the School of Nursing are viewed as departments, and faculty members from these two units should be included on working groups whenever possible. In order to qualify to serve on a particular LC Working Group, a faculty member must have taught a course with that designation within the last five years. Each working group selects its own chair from among the four members. The rosters of LC Working Groups should be made public and included on the Linfield University website.

- The process for course approval is as follows:
- The course is submitted to the CC of the unit in which it originates.
- The course should be approved by that CC (without the designation).
- The relevant CC chair then sends the proposal to the chair of the appropriate working group (with the CAS CC cc-ed).
- The chair of the working group then facilitates a discussion of the proposal within the working group, often via email. If there are any issues/questions, the chair of the working group will communicate with the proposer and work with them to resolve issues, if possible. (This aspect of the duties of the working group should be viewed through the lens of mentoring rather than gate-keeping.)
- Once the working group makes its final recommendation, the chair of the working group emails that decision, and rationale if necessary, to the chair of the CC of the unit in which the proposal arose. The CAS CC should be cc-ed for record-keeping purposes.)
- Note that the final decision for the course approval is then left to the unit in which the proposal arose and proceeds as it would otherwise (such as to the CAS Faculty Assembly in the case of the CAS). If the course crosses unit boundaries, such as through cross-listing in different units, the course must be approved by both units. Note that no Senate action is required.