

Baylor University

Information on Proposed Electronic Course Action Process

1. The Task Force on Electronic Course Action is a committee appointed by the Provost's office with the mission of creating an online process for approval of CAFs.
2. The electronic course action process will
 - a. give faculty and staff the ability to utilize a user friendly online system to submit new course proposals or to make changes to existing courses.
 - b. allow faculty and staff to track their submissions through all the steps of the review process and receive notification when their submissions have received final approval and been placed into Banner.
 - c. allow curriculum committees and other reviewers to view submissions online, track the submissions through the remaining steps of the review process, and notify reviewers when the submissions have received final approval and been placed into Banner.
 - d. provide users submitting a course change with current course information directly from Banner so that they can make course change decisions based on the most current and accurate course information.
 - e. provide users submitting a new course with helpful tools to check the current course inventory to make sure that their proposed course number and name are not already in use. They can also ascertain if other departments and schools have a course that is similar or overlaps with their proposed course.
3. Proposed Implementation Schedule for the Electronic Curriculum Change process:
 - a. Testing Phase for a limited number of users and reviewers – January, 2010.
 - b. Training Phase for users and reviewers from all academic units -- January & February, 2010.
 - c. Implementation of the new electronic curriculum change process ----March 1, 2010.
4. For more information contact Dennis Myers (Dennis_Myers@Baylor.edu), committee chair.