

2-19-2007

Protocol for Submission of Proposals to the Graduate Curriculum Committee

The College at Brockport, College Senate

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SUNY BROCKPORT

College Senate
State University of New York College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
851 395-2586 (Fax) 395-2246

**Resolution # 07
2006-2007
COLLEGE SENATE**

TO: Dr. John R. Halstead, College President
FROM: The College Senate: *February 19, 2007*
RE: I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
⇒ III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Protocol for Submission of Proposals to the Graduate Curriculum Committee #38 06-07 GC**

Signed: Jeffrey T. Lasbroock Date: 2 / 23 / 07
(Dr. Jeffrey T. Lasbroock, 2006-07 College Senate President)

Please fill out the bottom portion and return document to the College Senate Office.

TO: The College Senate President
FROM: College President

RE: ⇒ I. Decision and Action Taken on Formal Resolution (circle choice)
a. Accepted
• Implementation Effective Date: Immediately
**Date resolution will begin to be used by the College (ie. spring, fall, when included in catalog, etc.)*
b. Deferred for discussion with the Faculty Senate on ___/___/___
c. Unacceptable for the reasons contained in the attached explanation
II, III. Response to Recommendation or Other/FYI
a. Received and acknowledged 3 / 7 / 07
b. Comment: _____

DISTRIBUTED BY PRESIDENT'S OFFICE TO: President's Cabinet

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: [Signature] Date: 3/6/07
(Dr. John R. Halstead, President, SUNY College at Brockport)

COLLEGE SENATE OFFICE Routing #38 06-07 GC

DEADLINE FOR SUBMISSIONS: FEBRUARY 23

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS:

- Submit only complete proposals.
- Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
- Fill out this cover page for each proposal (available online at www.brockport.edu/collegesenate) and insert it electronically as the front page of your document.
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Protocol for Submission of Proposals to the Graduate Curriculum Committee

2. BRIEF DESCRIPTION OF PROPOSAL:

The Graduate Curriculum Committee feels that a distinction should be made between minor and major curricular changes at the graduate level, as has been done for undergraduate curriculum proposals. We also agreed that the language adopted by the Undergraduate Curriculum Committee is appropriate for graduate programs. The criteria used to identify a major change will thus be:

- Credits change within the existing program*
- Changes in requirements for the existing program*
- One or more departments are affected by the changes*
- Increase of resources is required to implement the change*

3. ANTICIPATED DATE OF IMPLEMENTATION:

Enter date this will be effective if passed by the Senate.

4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
January 24, 2007			

5. SUBMITTED BY: (contact person)

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Chris Norment	Executive Committee	5748	cnorment@brockport.edu

6. COMMITTEES TO COPY: (Senate office use only)

Standing Committee	Forwarded To	Date
<input type="checkbox"/> Enrollment Planning & Policies	Committee	1/24/07
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	1/29/07
<input type="checkbox"/> General Education & Curriculum Policies *	Senate	2/5/07 – vote 2/19/07
<input checked="" type="checkbox"/> Graduate Curriculum & Policies	Senate President's Signature	2/23/07
<input type="checkbox"/> Student Policies	College President's Signature	
<input type="checkbox"/> Undergraduate Curriculum & Policies	To Vice Provost	
	Other	

* follow special Gen Ed procedures for submission of General Education proposals at "How to Submit Proposals" on our Website.

*(ROUTING NUMBER IS A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY ACADEMIC YEAR AND COMMITTEE INITIALS – Please use routing number and title in all references to proposals.)

