

CAPC Meeting Agenda – 3:00 PM, November 12, 2024

CAPC website - <https://eberly.wvu.edu/faculty-and-staff/academic-affairs/curriculum>

CIM Program Review - <https://futurecatalog.wvu.edu/programadmin/>

CIM Course Review - <https://futurecatalog.wvu.edu/courseadmin/>

ECAS Approved the following items without committee review:

- MATH_BA: Mathematics (CIM Key 147) - Program Deactivation
- LEGS 610 (CIM Key 21812), LEGS 620 (21813), LEGS 640 (21815), LEGS 645 (48209), LEGS 650 (21816), LEGS 660 (21570), LEGS 700 (21850), LEGS 720 (21852), LEGS 730 (21853), LEGS 731 (49952), LEGS 750 (21855), LEGS 751 (48210), LEGS 752 (48211), LEGS 753 (48212), LEGS 754 (487310), LEGS 760 (21856), LEGS 770 (21857), LEGS 771 (48213), LEGS 780 (21858) – Course Deactivations.

New Programs and Program Changes:

- C_BHVR_ANALYS: Behavior Analysis (CIM Key 1207)
- MATH_BS: Mathematics (CIM Key 148)
- DATASCI_BS (CIM Key 1229)
- SOCIALWK_BSW: Social Work (CIM Key 158)
- BIOL_MIN: Biology (CIM Key 83)
- NRSC minor (CIM Key 1639)
- WLL_SPAN_MIN (CIM Key 123)
- CHEM_BS: Chemistry (CIM Key 130)
- ENGL_BA: English (CIM Key 133)
- STW_BS: Scientific and Technical Writing (CIM Key 1450)
- LDR_MIN: Leadership Studies (CIM Key 110)

ECAS Policies:

- Eberly New Course Proposals for Existing Programs - please see end of document. All Groups review.

New Courses:

- *BIOL 323L (CIM Key 52209)
- *DSCI 481 (CIM Key 52269)
- *MATH 480 (CIM Key 52050)
- *MATH 481 (CIM Key 52271)
- ¥MDS 320 (CIM Key 52324)
- *STAT 480 (CIM Key 52051)
- *STAT 481 (CIM Key 52281)
- ¥BIOL 119L (CIM Key 52204)
- ¥BIOL 120L (CIM Key 52207)
- ¥BIOL 222L (CIM Key 52208)

Course Changes:

- ¥BIOL 115 (CIM Key 9592)

- *BIOL 461 (CIM Key 9460)
- ¥CHEM 341 (CIM Key 11279)
- ¥CHEM 341L (CIM Key 11280)
- ¥CHEM 348 (CIM Key 11292)
- ¥CHEM 348L (CIM Key 11293)
- *DSCI 222 (CIM Key 49808)
- *PHIL 303 (CIM Key 49765)
- ¥BIOL 117 (CIM Key 9302)
- ¥BIOL 219L (CIM Key 49038)
- *DSCI 480 (CIM Key 49813)
- ¥BIOL 219 (CIM Key 9366)
- ¥BIOL 221 (CIM Key 9367)
- *CHEM 348 (CIM Key 11292)
- *CHEM 348L (CIM Key 112923)
- *DSCI 301 (CIM Key 50633)
- *FIS 405 (CIM Key 17966)

(Draft) Eberly New Course Proposals for Existing Programs (Draft)

Rationale for the policy and guidelines

The combination of a smaller faculty and a tighter budget requires that the College and its units become more intentional when creating new courses. Additionally, the [academic policies](#), seeking increased transparency by requiring units to offer courses listed in the catalog and to reduce our data base of courses, makes it necessary to have clear policies and practices.

Policy

Before proposing a new course, units should review their 3-year staffing plan to make sure that they have the available staff to offer the new course on the university-required rotation. Please also see flexible title policy and process on the [Registrar's website](#).

- **Core courses** required for an undergraduate or graduate major. Units can either create the new course before teaching it or offer it as a flexible title to refine the course before a permanent course is proposed.
- **Electives courses** in an undergraduate or graduate major, or courses in a minor. Units must offer the course as a flexible title at least once and at most twice. If there is sufficient student interest as demonstrated by enrollment to create a permanent course.
- The incorporation of a new course in a program of study requires both the submission of a new course approval and a program change proposal, so that the new course is listed in its proper place in the catalog and in Degree Works.

Process and Guidelines

- **Core Courses** (both undergraduate and graduate). This change typically starts with a request for a program change. During the initial meeting with the Assistant Dean for Curriculum and Assessment, the program should discuss the most appropriate way to proceed (flexible title or new course proposal) in relation with the program change considered, as well as any course deactivation due to the change or to staffing needs.
- **Elective Courses in a major** (both undergraduate and graduate) or **courses in a minor**. The new course must be taught as a flexible title, typically twice, to gauge students' interest, measured with the following guidelines:
 - Graduate programs, depending on the size of the program, about 7 students
 - Undergraduate programs
 - Elective for the major: 15 to 20 students (depending on the size of the program)
 - Elective in the minor: 35 students