Rationale to adopt the Course Designator Proposal Strategy (given on the following page):

- **Enables effective and efficient** Curriculum Council discussions regarding Course Designator proposals by reviewing Course Designator proposals during the same Curriculum Council meeting.

- **Increase efficiency in the Office of the Registrar's** by updating all Major Maps, undergraduate MyDegrees plans and other records with the approved Tier 3 Course Designator changes in a single batch to diminish pressures in the office during current high workload peaks, and equalize annual workload.

- **Minimize and redirect communication** regarding the progress of a Course Designator proposal through the CPS from the Office of APAA to the Curriculum Council

- **Establish general timelines** for Course Designator proposal processing, outlining the multiple systems, significant FTE, and length of time involved once the proposal is submitted.

Creating and/or changing a course designator involves a significant amount of time and effort for central services. A few of the most time-consuming efforts involve updating the University Catalog, all MyDegrees plans for undergraduate degrees and programs which include even one course affected by the change, and Major Maps used by the University to develop course demand projections. Even the most minor course designator change (involving fewer than five courses) will require **XX** hours of work in the Office of the Registrar alone.

In order to improve efficiency within our Curriculum Proposal System (CPS), Course Designator proposals will now be categorized within the following priority tiers with associated Curriculum Council **timetables**.

The responsibility to determine placement of a proposal within a tier rests with Faculty Senate Curriculum Council Chair(s).   **Questions or comments should be directed to Curriculum Council** and not to the Office of Academic Programs, Assessment and Accreditation (APAA).

Tier 1:   Course Designator proposals where there is a demonstrated benefit to students with imminent negative consequences will be **reviewed immediately** upon reaching the Curriculum Council.
Example: Impending termination of AHE (Adult Higher Education) course designator from the College of Education requiring an immediate move of AHE courses necessary to maintain viability of other programs to a new academic unit.

Tier 2:   Course Designator proposals which are submitted in conjunction with the creation of, or major change to, a degree or certificate program will be reviewed by the Curriculum Council **in tandem with the degree/certificate program proposal**.
Example: Proposal for new HM (Hospitality Management) course designator submitted in conjunction with the proposal for development of the new Hospitality Management degree in the College of Business.

Tier 3:   Course Designator proposals which are submitted for aesthetic, rebranding, and/or corrected terminology reasons will be reviewed **during a single Curriculum Council meeting occurring at the end of winter term, unless advised otherwise by the Office of the Registrar**.
These proposals will be processed by the Office of the Registrar in the following summer term after graduation responsibilities are concluded.
Example: Proposal for new NSE (Nuclear Science and Engineering) course designator to replace NE, RHP, and MP course designators (Nuclear Engineering, Radiation Health Physics, and Medical Physics, respectively).