IT Curriculum Committee  
Operating Procedures  
Very Preliminary Draft September 15, 2008

(Note: These procedures are a work in progress and at this point are meant to document the standard operating procedures used by the committee in the past and the modifications made during this year. When this document is complete, it will be presented to the committee for approval.)

Web Site

This document, upcoming agendas, and meeting minutes, will be posted on the IT CC website at

http://www.aem.umn.edu/~shield/itcc

This web site will be kept updated between meetings and you should check that your ECAS submissions show up there.

Process

These operating procedures apply to changes to courses at the 5xxx level and below that are submitted through ECAS by a department in the Institute of Technology.

It is assumed that all changes submitted have previously been approved the faculty of the department that submitted them. In addition, it is assumed that ABET accredited engineering programs have followed their ABET process in making these changes.

Changes to service courses (list to be developed and included below) should also be discussed with departments with affected programs prior to the changes being brought to this committee.

Changes submitted will be acted on in one of the following ways:

Immediate Approval for Trivial Changes

These changes will be immediately approved and presented to the committee for approval without objection. The list of changes that fall into this category will be developed and given below. It is expected that these changes are corrections and changes of a minor nature that are not intended to change intended operation of the course. Changes that fall into this category should be indicated in the editor’s notes in ECAS as such.

Preliminary Approval prior to Committee Consideration

Changes that are listed below as suitable for preliminary approval, will be approved in ECAS, but still must be considered for final approval by the committee. This category
includes changes that need immediate attention and these changes should be indicated in the editor’s notes in ECAS as needing preliminary approval.

For Committee Consideration

All other changes will be added to the agenda for consideration at the next committee meeting.

These changes will be acted on roughly every week by the committee chair. The committee website will be updated to indicate the status of each ECAS proposal received.

ECAS Changes Considered Trivial

- Correction of typos
- Correction of course numbers in prerequisites
- Changes to technical course settings (number of financial aid credits, etc)
- Addition of topics for xx9x courses.
- Changing enforcement of prerequisites
- Changes to grading basis offered

ECAS Changes Appropriate for Preliminary Approval Request

- New courses needed for an upcoming term.

Service Courses

The following are service courses (courses that are required by a program but offered by a different unit) for programs in IT (this does not include any CLE electives):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
</table>