California State University, Sacramento  
College of Engineering & Computer Science  
Academic Council  

Electronic Procedures for Course & Program Proposals  

Overview  
In order to expedite the processing of proposals for new or changed courses & programs, as well as to reduce costs, the ECS Academic Council is adopting the electronic procedures described below. An additional benefit is the creation of a web site for the Council where forms, meeting agendas & minutes, and other information will be easily available to all ECS faculty and staff from on or off campus using their normal ECS computer logins.  

Procedures for Submission & Review of all Proposals  
1. Proposals for new or changed courses shall consist of the following:  
   a. A completed Course Approval Checklist (CAC), including all supporting documents requested on the CAC,  
   b. A completed Academic Affairs Form A, and  
   c. An detailed syllabus or ABET course outline for the proposed course. For changes to the content of existing courses, both the old and new course outlines should be provided, with the changes clearly indicated.  

2. Proposals for new or changed programs shall consist of the following:  
   a. A completed Academic Affairs Form B, and  
   b. Any required supporting documents, as stated in the University Policy Manual  

   Please note that all forms required under sections 1 and 2 above are available through the ECS Academic Council web site under “Forms”.  

3. All proposals shall be submitted electronically to the administrative support coordinator in the ECS Dean’s office supporting the Academic Council. All forms must be submitted in the same format as they are provided (e.g., Word). Supporting documents such as course outlines may also be submitted in PDF format. One paper copy of the complete proposal with all required signatures must also be submitted. These proposals will then be reviewed for completeness and format, and proposals containing errors will be returned to the department submitting them for correction. Proposals passing this check will then be placed on the Council web page under Proposals > Submitted. Submitted proposals will be available through the web page for Council members and other interested parties to review.
4. At its earliest opportunity the Council will review new proposals. Please note that new proposals must be submitted no later than 1 week before the next meeting of the Council for them to be included on the agenda for that meeting.

5. Proposals approved by the Council with no changes will be transferred to the Approved section of the Council’s web site. The administrative support coordinator in the ECS Dean’s office supporting the Academic Council will then obtain any additional required signatures, and submit the proposal to Academic Affairs for further consideration.

6. Proposals requiring changes will have the needed changes noted on them by the Council during their review, and then be transferred to the Returned section of the Council’s web site. It is then the responsibility of the department submitting the proposal to make any changes requested by the Council, and re-submit the new version of the proposal to the administrative support coordinator in the ECS Dean’s office supporting the Academic Council.

7. If the proposal was approved pending minor changes, these changes shall be verified by the Dean’s office staff and the final version submitted to Academic Affairs, as described in section 5 above. For more extensive changes, the new version of the proposal shall be re-submitted for review by the Council, as described in section 3 above.

8. Council members shall inform their departments in a timely fashion of any actions taken by the Council on the proposals submitted by their departments, so that the appropriate next steps can be taken as described in sections 5 and 6 above.