



**Idaho State  
University**

Date: March 1, 2023

To: Hala Abou Araj, University Registrar

CC: Cindy Hill, Vice Provost, Academic Affairs  
Teresa Conner, Dean, College of Health  
Chris Owens, Associate Vice President for Health Science

From: UCC Executive Committee:  
Wesley Usyak, Chair  
Bob Houghton, Vice Chair  
Ben Bolin, Executive Secretary

*Wesley Usyak*

*Bob Houghton*  
*Ben Bolin*

RE: UCC proposal UCC-2023\_24-Proposal-35, new course DHS 3315 to replace PPRA 3315

Teresa Conner, Dean of the College of Health, is concerned about the new course **DHS 3315 Pharmacology for Nursing** on Proposal [UCC-2023-24\\_Proposal-035](#). As part of the discussion of her concern, questions were brought to the UCC Executive Committee about the UCC process and whether the Registrar's Office can change the undergraduate catalog on its own.

The UCC has created and approved a process to manage changes to the curriculum and catalog through a proposal document. When a proposal document is requested and created, a proposal originator must fill out all necessary sections, obtain impacts from other affected departments and administrative structures, and finally obtain signatures from the Department Chair, the Dean (or an approved representative), and the UCC member. The curriculum proposal is then submitted to UCC. The UCC will discuss and accept posted comments and resolve all concerns before approving all parts of the proposal. After this process, the proposal is reviewed again by the Faculty Senate, Academic Affairs, and the Associate Deans via the UCC minutes, which includes all of the full proposals as approved by the UCC. During any part of this process, impacted parties can reject any part of the proposal before approval. Once the proposal is approved, the Registrar updates our online catalog effective the Fall Semester of the next Academic Year.

After careful consideration and discussion by the UCC Executive Committee on this issue, we have determined that after a proposal has been fully approved, it can only be changed by undergoing a new undergraduate proposal request. Any other methods of making substantive changes to the catalog would create problems in the required documentation for the university and would circumvent the faculty vote and vetting process.