Process for Electronic Voting on Proposed Changes to the *2016-2018 Undergraduate Catalog*

Electronic voting for CUDPR approval of proposed catalog changes will reduce the amount of time needed to present routine, non-controversial items, leaving more time for proposals that will make substantial changes to degree plans. The process described below is strictly related to CUDPR consideration of proposals; it is not related to the no-protest process used by Faculty Council.

Process
After a proposal is received by the Office of the General Faculty (OGF), it will be posted to the CUDPR website with a status of "Draft."

LRC Review
After being posted to the website, the proposal will be reviewed by the Legislative Review Committee (LRC). This review will take place in parallel with, not in place of, the review by OGF to classify the proposal according to Faculty Council definitions.

With respect to electronic voting, a proposal can be categorized one of three ways:
1. Appropriate for electronic voting AS-IS based on criteria established by CUDPR;
2. Possibly appropriate for electronic voting with minor edits; or
3. Not appropriate for electronic voting (including proposals that need to be routed to the Curriculum Management Committee).

Proposals in category 1 above will be routed to CUDPR for consideration.

For proposals in category 2 above, a member of the LRC or curriculum management staff will contact the college or department about potential edits. After discussions with the department, members of the LRC will determine whether to recommend electronic voting to CUDPR or to recommend that OGF put the proposal on a CUDPR agenda for discussion.

Proposals in category 3 will be placed on a CUDPR agenda for discussion by the OGF.

CUDPR Approval by Electronic Vote
Proposals recommended for electronic voting by CUDPR will be electronically routed to all members of CUDPR. Colleges may designate additional, non-voting recipients to help with review of proposals. Typically, several proposals will be routed at the same time to make it easier for CUDPR members to manage. The method used will allow for members to make comments and ask questions electronically.

CUDPR members will have a certain number of days to review the proposals, make comments, and ask questions. During that time period, CUDPR members will be asked to vote in favor of approving the proposal or not. A proposal will be considered approved by CUDPR once (1) the set number of days have passed, (2) a certain percentage of CUDPR members have voted electronically in favor of approval, and (3) no other members have voted not to approve.