

ILC Proposal Review Process

1. Proposals for new courses should be initially submitted to the [Faculty Senate Courses and Curricula Committee](#) in accordance with [Policy Statement 45](#). Once approval received from the Courses and Curricula Committee, the course coordinator will be notified and the course coordinator should submit the proposal to the [Faculty Senate ILC \(FSILC\) Committee](#) at egened@lsu.edu. Existing courses seeking ILC approval should be submitted directly to the FSILC Committee.
 - a. Course proposals are gathered and sent to the FSILC Committee for review on the 1st or 15th of the month.
 - b. The course proposals will be sent to two FSILC Committee members for review.
 - c. Once the course proposal is distributed to the reviewers, the reviewers have two weeks to complete the Course Proposal Review Rubric. The rubric and any comments will be brought to the full committee at the next FSILC committee meeting after the two week review. The FSILC committee will discuss the course proposal and make final recommendations. Please note this process could take a minimum of 4 weeks during the academic year. If submitted during summer, the process will be delayed until fall or spring semester.
2. Course Proposal Recommendation.
 - a. The full committee will vote to:
 - i. Approve as is
 - ii. Approve with modification
 - iii. Table for consultation
 - iv. Deny
 - b. The FSILC Chair will not sign the Signature page until the course has been approved by the committee (majority).
3. Course Proposal Tabled
 - a. When an ILC course proposal recommendation is 'table for consultation', the course coordinator/instructor must complete one of the following and submit the proposal:
 - i. attend ILC open office hours;
 - ii. meet with the two FSILC Committee members whom reviewed your proposal; or
 - iii. request a meeting with your FSILC Committee college representative.
4. Course Proposal Modification
 - a. When an ILC course proposal is 'approved with modifications', the course coordinator will receive a [Modification Form](#) to be completed within two weeks and sent to egened@lsu.edu.
 - b. The completed modification form will be reviewed by the at least two FSILC committee members who will either approve, deny, or request further modifications.

