

Curriculum and Curriculum Changes

A. Summary of Procedures for Curriculum Development and Curriculum Proposals

1. The chair of the department shall involve all department members in discussions regarding new courses or program proposals.
2. The chair, the department, and the respective dean of the school or college should work in concert in the development of curriculum changes and proposals.
3. Upon completion of this process, the proposal will be considered by the appropriate school- or division-based curriculum committee. The department chair, with support and documentation provided by the department and the dean of the school or college, shall attend the meeting of the appropriate curriculum committee when the proposal is discussed.
4. Curricular changes initiated by the academic departments and in consultation with the dean should be copied to the dean, the chair of the appropriate school- or division-based curriculum committee, and the members of the University Curriculum Committee 14 days before the scheduled committee meetings.
5. The school- or division-based committee will consider the proposal. If the proposal represents minor changes to the curriculum (designated as a reportable item), the school- or division-based committee renders a decision and informs the University Curriculum Committee of that decision. If the proposal represents a more substantive change to the curriculum, or if it impacts another department or program, the school- or division-based committee considers it and forwards a recommendation to the University Curriculum Committee.
6. Should the chair, the department, and the academic dean fail to reach consensus, the proposal bypasses the school- or division-based curriculum committee and is sent directly to the University Curriculum Committee. The proposal and a written statement from the academic dean will be considered by a conference committee consisting of the following members: the chair of the department from which the proposal originates; the appropriate academic dean; the Provost or his/her representative; the Chair of the University Curriculum Committee, who will act as chair of the conference committee; and the Vice-Chair of the University Curriculum Committee. The conference committee will attempt to resolve the differences between the department and the academic dean and will offer specific recommendations regarding the proposal in that effort. The recommendations will be adopted upon a majority vote of the five members of the conference committee.

7. Once the conference committee makes its recommendations, the department and academic dean will work to incorporate them into the proposal. The department will then decide to forward the amended proposal or the original proposal with the conference committee recommendations to the appropriate school- or division-based curriculum committee for consideration.
8. Appropriate academic deans and department chairs will be invited to curriculum committee meetings during which proposals from their college, school, or department will be discussed and will participate in the discussion of those proposals.*
9. On approval by the University Curriculum Committee, the proposal can be revised only to reflect catalog copy and submitted by the sponsoring department to the office of the Registrar.
10. For inclusion in the subsequent year's catalog, proposals should be approved by the March University Curriculum Committee meeting.

* For interdisciplinary proposals, the principal advocate for the proposal fulfills the role of department chair in this process, and that advocate's academic dean represents the administration in the conference committee and in the University Curriculum Committee.

NOTE: Proposal Forms are available for courses, minors, and new programs.
Please visit the Curriculum Committee site on Blackboard.

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