Curriculum Review Processes at SC&I
May 2017

Individual faculty members are responsible for:
• Creation of syllabi
• Suggestions for changes to existing programs, including program requirements and course topics
• Concepts for new program ideas (e.g., specializations, tracks, minors, certificates, majors)
• Working with colleagues on their syllabi and programs
• Coordinating with colleagues teaching related courses to prevent redundancies and competition

Processes
• Faculty submit their curriculum proposals and recommendations to program/departmental curriculum committees

Program directors and department chairs are responsible for:
• Working with faculty to outline topics for new courses, changes to existing courses, deletions of old courses, changes to program requirements, development of new programs

Processes
• Responsible for shepherding changes in curriculum in their programs through the curriculum review process
• Responsible for coordinating with other chairs in SC&I and/or other schools in the case of similar and/or competing courses or programs

Associate Dean for Programs and the Assistant Dean for Instructional Support and Assessment are responsible for:
• Providing consultation to faculty and curriculum committees as they consider new courses, revising existing courses, and developing new programs

Processes
• Meeting with faculty and curriculum committees individually and in groups
• Setting agendas for meetings that include curriculum approvals as appropriate

Program curriculum committees and departments are responsible for:
• Review of proposed new courses and revisions to existing courses using the syllabus review checklist and syllabus template
• Evaluating proposals regarding requirements of programs and new program options
• Working with the Assistant Dean for Instructional Support and Assessment to assure the integrity of learning outcomes, assessment, and curriculum mapping
Processes

• Once course proposals and changes have been voted on by the curriculum committee and the department/program, those should be forwarded (or posted on an online platform) to Chairs & Deans for review by submitting a Curriculum Review Cover Sheet, Curriculum Review Checklist, a Syllabus, and, when appropriate, a document regarding the handling of potential conflict, to the Associate Dean for Programs.

• When new program options have been approved at the departmental level, those should be forwarded to Chairs & Deans for review by submitting a memo explaining the proposal to the Associate Dean for Programs.

Chairs & Deans Committee is responsible for:
• Strategic new curricular development, especially new programs that involve multiple units in the school
• Reviewing curriculum items that have been approved at the department or program level

Processes

• Once proposals for new courses, substantive changes to existing courses, or new programs have been approved by the Chairs & Deans Committee, those should be sent by the Associate Dean for Programs to the provost’s office for review by the appropriate university-wide curriculum committee. Once university approval is confirmed, the Associate Dean for Programs will make the material available to the full faculty for review in advance of a faculty meeting by forwarding or posting a Curriculum Review Cover Sheet, Curriculum Review Checklist, and a Syllabus.

• Items that will be forwarded to the full faculty for informational purposes but not approval include:
  o Deletion of old courses.
  o Changes in course numbers and titles that do not involve substantive changes to the scope, topics, and learning objectives of a course.

SC&I full faculty are responsible for:
• Reviewing and approval of all new courses and programs within existing programs that have been approved by Chairs & Deans.
• Reviewing and approval of all recommended curriculum changes that cut across existing programs approved by Chairs & Deans.
• Reviewing, discussing, and proposing actions on new SC&I-wide curriculum development.
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<th><strong>If you want to do this</strong></th>
<th><strong>You need these levels of approval</strong></th>
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| Add a new course, or new specialization/track/certificate/minor | Five levels of review:  
  • Dept curriculum committee  
  • Dept  
  • Chairs and deans  
  • University curriculum review committee  
  • Full faculty |
| Change the scope and/or learning objectives of an existing class | This is considered a substantive change and must go through five levels of review:  
  • Dept curriculum committee  
  • Dept  
  • Chairs and deans  
  • University curriculum review committee |
| Change a course number and/or course name, without changing the substance of the course | Two levels of review:  
  • Dept curriculum committee  
  • Dept  
  Provide as a point of information to  
  • Chairs and deans  
  • Full faculty |
| Add or delete “placeholder” course numbers such as internship or field experience course numbers, independent study course numbers, special topics course numbers | Program director or chair can work with the dean’s office to enact these changes |