

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:
 - Deletion of old courses.
 - 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.

If you want to do this	You need these levels of approval
Add a new course, or new specialization/track/certificate/minor	Five levels of review: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Dept curriculum committee • Dept • Chairs and deans • University curriculum review
Change a course number and/or course name, without changing the substance of the course	Two levels of review: <ul style="list-style-type: none"> • Dept curriculum committee • Dept Provide as a point of information to <ul style="list-style-type: none"> • 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