**Curriculum Committee Scope and Policy for Review of Curriculum**

**Scope:**
The Curriculum Committee will examine submitted curriculum for the following issues:

1. **Impact across programs**
   - Curriculum must be checked for impact on other programs and when impact occurs the other departments must be consulted and named.
   - Documentation should include any of the following:
     - Email
     - Reference to a meeting and name or title of persons consulted
     - Other relevant documents

2. **Financing**
   - Primarily for new programs or program changes requiring increased staffing.
   - All financial statements must be from the person in charge of maintaining those finances.
   - Must have accompanying documentation:
     - Spreadsheets for yearly breakdowns
     - Other relevant documents as needed

3. **Grammar and Spelling**
   - Curriculum must have proper grammar and spelling.

4. **Continuity and Clarity**
   - All Curriculum must have an overall summary including:
     - An overall justification for changes (why are the changes being made?)
     - Brief description of each change (what changes are being made?)
   - Each form should contain enough information that it can stand alone if read apart from other forms in a submission.
     - Answer all the questions on the forms.
   - Curriculum must be clear in meaning, rationale, and purpose. If confusion arises, it must be addressed.

5. **Formatting**
   - Must be submitted on proper forms.
   - Print on only white paper.
   - All required documents are present.
   - Use paper clips, not staples.

6. **Justification**
   - All curriculum must be submitted with logical and defendable justification.
     - Include any referenced documentation such as:
       - Policies
       - Letters, meeting minutes, or memos
       - Web page URLs
       - Quoted statistic sources, etc.
   - Textbooks are not justification for curriculum changes.

7. **Other Issues as they arise**
   - The Curriculum Committee retains the right to examine curriculum for other...
issues given a consensus of the committee members

Committee Member Review Process:
The following is the review process for the Committee:

- The Committee chair amasses the electronic and printed documentation for curriculum submitted.
  Once curriculum has been submitted, there must be no changes in those documents prior to the meeting where it will be discussed or the entire process must start again from the beginning.
- The Committee chair forwards PDF copies the to Curriculum Committee Secretary and will distribute to the committee.
- The Committee chair sets the agenda one week before the next meeting. The agenda will be mailed to each committee member along with links to curriculum under review.
  - Submitting faculty will be invited to meetings for clarifications.
- The Committee Members are then responsible for reviewing the curriculum prior to the next meeting. This includes:
  - Examining the curriculum for issues that may exist.
  - Making notes of any questions that committee members may have.
  - Marking on the forms any grammar or spelling errors.
- The two types of review: Please refer to checklist for information
  - First Reading
    Preliminary Review (if requested) is a step that does not require the submitting faculty to go through the entire form process. Instead, they need only submit documents electronically.
    - Preliminary Review is used to quickly address issues in curriculum and get those changes back to the submitting faculty with the least amount of time.
    - There is conditional approval on curriculum with first reading.
    - The submitting faculty member should be present to address any questions related to the curriculum submission.
    - After the meeting where this is discussed, if the curriculum requires modification, the curriculum is returned to the submitting faculty for revisions and then full submission.
  - Second Reading
    - Requires that the appropriate documentation be in the chair’s possession, and signed, before a vote will take place.
    - Otherwise the process is as for Preliminary Review.
    - Curriculum voted through is signed by the Chair and delivered to the Dean’s office by the Chair.
    - Curriculum voted down is returned to the submitting faculty member for revision.
    - Curriculum could be voted through pending certain revisions. In these instances, the curriculum is returned to the faculty member who is required to make those changes. Once those changes have been made and returned to the chair, the chair will sign the forms and give them to the dean.
Committee Positions and Responsibilities

- **Committee Chair**
  - The Chair’s primary responsibility is to call and set the agenda for meeting
  - The Chair is also responsible for signing all forms passed by committee
  - The Chair is also responsible for facilitating the meetings
  - The Chair is also responsible for gathering any and all comments for given curriculum and returning those comments to the submitting faculty member. It should be noted that where possible all comments should come from the entire committee and not from individuals
  - The Chair also has all the same responsibilities as Members at Large

- **Secretary**
  - The Secretary is responsible for taking minutes
  - The Secretary is responsible for posting those minutes on the curriculum committee website
  - The Secretary must also manage the network drive where curriculum is stored. This includes:
    - Creating folders and placing curriculum in the necessary folders on the drive
    - Informing the rest of the committee where the curriculum they need is stored
  - The Secretary is responsible for maintaining and updating the website
  - The Secretary also has all the same responsibilities as Members at Large

- **Associate Dean**
  - Ex-officio member
  - Attends first readings as necessary

- **Committee Members at Large**
  - Members at Large are responsible for reviewing curriculum prior to meeting time
  - Members are responsible for communicating their concerns, corrections, and comments to other committee members and ultimately the submitting faculty
  - Members at Large are required to attend meetings except in extenuating circumstances. If unable to attend, the member is still responsible for submitting their comments on the curriculum

- **Committee Elections**
  - Committee Elections should be held at the first meeting of the Academic year
  - Elections require a quorum

- **Meeting Schedules:**
  - Meetings are scheduled at the best time for the largest number of committee members
  - The frequency of meetings should be determined by workload, but may be determined by the Chair or committee majority consensus
  - The last meeting of the year should fall a week before the final UCC meeting. If workload demands this may be moved up until the last week of regular class
  - The first meeting of the year should fall prior to the start of academic year