

College of Public Health and Human Sciences

Curriculum Committee and Proposal Process

Approved by CPHHS faculty, February 16, 2018^{1,2}

COLLEGE CURRICULUM COMMITTEE

Charge of the Committee

The charge of this committee is to review, evaluate, and make decisions concerning appropriate action on Category I and II curriculum proposals, as well as changes to concentrations, in the College. More specifically, curriculum proposals to be reviewed by the committee include those pertaining to:

- Initiation or discontinuation of courses included in the curriculum
- New courses to be offered in the College
- Revision of courses offered by the College
- Revision of academic programs and curriculum (i.e., changes to majors, minors, options, concentrations, and certificates)
- New academic programs (degrees, majors, minors, options, concentrations, and certificates)

All of the above types of proposals must be approved by the College Curriculum Committee before submission to the university for review.

Committee Membership

The committee shall consist of a minimum of eight faculty members, four students, the College's Head Advisor (ex officio) or designee, and the Associate Dean for Academic and Faculty Affairs (ex officio). School Heads, other Associate Deans, and the Dean are not eligible to serve.

- Faculty members are nominated each year by the School Heads, Program Directors, and the faculty. (A call for nominations will be sent to the College faculty, providing them with the opportunity to nominate others or themselves.) From those nominations, eight are elected by the faculty to serve two-year staggered terms. Thus, four are elected each year (with the exception of the inaugural year, when eight are elected and half will be assigned shorter terms). Faculty in the College involved in instruction and/or curriculum development (i.e., tenured and tenure-track faculty, instructors, clinical faculty, and professors of practice) are eligible to vote in the elections. The committee's membership will provide broad representation of the academic programs. The committee does not need to include faculty members from every academic or degree program in the College. To ensure broad representation, the Dean may appoint additional members to the committee.

Committee members may serve multiple terms, but will be limited to a maximum of two two-year consecutive terms.

- Student members are nominated by the Undergraduate Student Council, the Graduate Student Council, Program Directors, and School Heads. The student members are appointed by the Dean. A minimum of one undergraduate student and one graduate student will serve on the committee. Students are non-voting members and serve a one-year term, with the possibility of reappointment for a maximum of two consecutive terms.
- The College's Head Advisor or designee will provide input on the potential impact of proposals on undergraduate students. This committee member is non-voting.
- The first meeting of each new academic year shall be called by the Associate Dean for Academic and Faculty Affairs, at which time the committee shall elect a chairperson from among the faculty members serving on the committee. The committee will meet monthly. The Assistant to the Associate Dean for Academic and Faculty Affairs will schedule the meetings and provide support to the committee.

CURRICULUM PROPOSAL PROCESS

Curriculum proposals generally originate from faculty within one or more specific programs, and such proposals require documented approval by the program(s). Because the programs in our College vary in size and complexity, programs can choose whether or not they have program-level standing or *ad hoc* curriculum committees and determine their membership. Other proposals may originate from individuals or groups charged by the Dean with addressing a specific curriculum issue or need in the College (e.g., developing a new academic program).

The process for seeking review and approval of curriculum proposals by the College Curriculum Committee is as follows:

- Once the details of the proposal have been agreed to by those generating the proposal, the person(s) leading the proposal will submit the proposal via email to the Associate Dean for Academic and Faculty Affairs. For proposals involving new academic programs or major changes to the curriculum, the lead person(s) should contact the Associate Dean for Academic and Faculty Affairs while the proposal is being developed to discuss the forthcoming proposal, timeline, etc.
- Proposals should be submitted as Word documents (e.g., syllabi, summary of revisions to degree requirements, justification, etc.). Documentation of program approval and liaison with other programs within or outside the College, if applicable, can be submitted as PDFs. *Faculty and School staff should not create proposals in the university's online system.*

- Proposal originators can choose to present their proposal in person to the committee and/or be present to answer questions by the committee. In addition, the committee may request that the person(s) leading the proposal or a representative attend the committee to give a presentation and/or answer questions about the proposal.
- The committee will review and vote on proposals involving **minor corrections and additions** (e.g., updating to reflect other changes, deleting courses that are no longer offered, creation of Special Topics course numbers, adding online delivery of existing course). If approved by the committee, the proposal will be entered into the Curriculum Proposal System by the Assistant to the Associate Dean for Academic and Faculty Affairs.
- The committee will review and vote on proposals involving **minor revisions** to courses, majors, minors, options, concentrations, and certificates. If approved by the committee, the proposal will be presented to those members of the College faculty involved in instruction and/or curriculum development (i.e., tenured and tenure-track faculty, instructors, clinical faculty, and professors of practice) via email with an invitation and deadline for voting (nonresponse is interpreted as approval). Proposals for minor revisions that clearly impact only one specific academic program will not require vote by the College faculty. If approved, the proposal will be entered into the Curriculum Proposal System by the Assistant to the Associate Dean for Academic and Faculty Affairs.
- The committee will review and vote on **all Category I proposals** and proposals for **new courses, new options, and new concentrations**, as well as **major revisions** to courses, majors, minors, options, concentrations, and certificates. If approved by the committee, the proposal will be presented to those members of the College faculty involved in instruction and/or curriculum development (i.e., tenured and tenure-track faculty, instructors, clinical faculty, and professors of practice) via email with an invitation and deadline for voting (nonresponse is interpreted as approval); one voting option will be to request discussion of the proposal at a faculty meeting. If approved, the proposal will be entered into the Curriculum Proposal System by the Assistant to the Associate Dean for Academic and Faculty Affairs.
- The Associate Dean for Academic and Faculty Affairs will determine if a proposal is a minor correction or addition, minor revision, or major revision; and determine if additional liaisons with other programs in the College are needed prior to consideration by the College Curriculum Committee.
- The Associate Dean for Academic and Faculty Affairs or designee will notify proposal originators of the outcome of the College Curriculum Committee's review and, if applicable, the outcome of the review by faculty. If a proposal is not approved, proposal originators can revise the proposal and submit it for review and approval through the same process.

PROPOSALS NOT REQUIRING REVIEW BY COLLEGE COMMITTEE

Changes in degree requirements that do not require a Category II proposal, notification of the Graduate School, and/or approval by an accrediting body do not require review and approval of the College Curriculum Committee. Examples of such changes may include revisions to the format of the written comprehensive exam or the format of theses or dissertations. The Program Director should notify the Associate Dean for Academic and Faculty Affairs of the proposed changes and provide a final copy of the document describing the new requirements (e.g., the revised handbook). If such proposed changes involve more than one program, evidence of support by all programs impacted must be submitted before the changes are finalized and implemented.

¹Revised by the Associate Dean for Academic and Faculty Affairs on March 8, 2018 to consistently use "curriculum" and not "curricular" throughout the document.

²Revised by the Associate Dean for Academic and Faculty Affairs on April 26, 2018 to change all instances of "Program Coordinator" to "Program Director" because the program coordinator positions have been retitled.