CURRICULUM

BASIC STRUCTURE

- University Curriculum Committee
  - Meets three times yearly (late September, late January, and early March)
  - Primary purpose is to ensure campus uniformity, ensure non-duplication of activities, and ensure that actions on one part of campus does not disadvantage another part of campus.
  - Committee make up is all department chairs, library rep, Faculty Senate President & President Elect, the Student government Academic VP, 1 ex officio member from scheduling, advising, registrar, and Financial Aid.
  - Secretary is the Assistant from the Director of Academic Programs & Curriculum or otherwise as provided by the office of the Vice President of Academic Services.
  - Chair – Director of Academic Programs and Curriculum
- School Curriculum Committee
  - Meets as often as needed to be have all school curriculum materials submitted on time
  - Changes submitted on CourseLeaf
  - School Admins typically perform Technical Review BUT Department Chairs & Deans are ultimately responsible for accuracy/correctness of all submissions from their department.
  - Scheduling/Banner Input – performs Technical Review after School Admins but before School Curriculum Committee meeting
  - Dean’s set the dates and times of their School Curriculum Committee Meetings
• Membership at a minimum is the department chairs and program directors within the school. *(Curriculum items must be discussed at Department meetings before coming to School Curriculum Committee)*
• Secretary is the school Admin.

**CURRICULUM PROCESS:**
• Agenda for the committee will be created by
  • Support person for Academic Programs and Curriculum Director
• CourseLeaf – All course additions/deletions/modifications will be submitted through Course Leaf.

• Inputting of Curriculum changes to Banner
  • Sharon Lee will input all data from both School and University Committees
  • School Admins will be the fall back support for Sharon
• Technical Review/CourseLeaf/Catalog functions remain in the VP Office
  • Academic Programs and Curriculum Director has final technical review and oversight

• **All Curriculum Items go before the University Curriculum Committee**
  • Action Item (most items)
  • General Consent Schedule
    (Those items that only impact that school)

• **Action Items**
  • Any item that impacts other areas
  • Any new course or course deletion
  • All degree proposals
  • All program reviews
  • Most items
**General Consent Schedule Items:**
- Course Descriptions
- Items not required by any other program outside of that department (CourseLeaf cleared)
- Not a pre-req. to any course outside of that department (CourseLeaf cleared)
- Any member of the University Curriculum Committee can move any General Consent item to an Action Item.

**Degree Proposals**
- Departments to submit all new courses included in a new program proposal for approval with or before considering the actual program proposal

**MEETING SCHEDULE:**

**Fall University Curriculum Committee Meeting**
- Last week of September - Tuesday, September 24, 2013 – 3 p.m.
- Allows for course approvals for Spring 2014 class schedules

**Spring University Curriculum Committee Meeting**
- First Spring meeting:
  - Last week in January - Tuesday, January 28, 2014 3 p.m.
  - Allows for course approvals for Fall 2014 class schedules
- Second Spring meeting:
  - 1st Week in March - Tuesday, March 4, 2014 – 3p.m.
  - Finish up any business for the year - and
  - Allows for Catalog deadline of March 15th