

## **Curriculum Committee Policy and Procedures**

### Section 1: Composition of the Curriculum Committee

**Committee Membership:** The number of voting members of the Curriculum Committee is eleven (11) including seven (7) full-time tenure-track non-administrative faculty members representing the three departments: Teaching and Learning (three members), Curriculum, Foundations, and Reading (two members), Leadership, Technology, and Human Development (two members); the two (2) elected COE representatives on the Graduate and Undergraduate Committees at the University level; and two (2) students: an undergraduate and a graduate student representative. Ex-officio (non-voting) members include the dean or his/her designee(s) and the certification officer.

**Chair:** The chair of the Curriculum Committee will be elected by majority vote of the committee at the first meeting of the academic year. An individual must have at least one year of prior service on this committee in order to be elected as chair.

**Term of Membership:** Faculty representatives are elected by their respective departments. The term of membership for these departmental representatives on the committee shall be for three years. The terms will be staggered by department and within department so there will always be continuing members on the committee. Student representatives are identified and appointed by committee membership.

**General Procedures for the Committee:** The chair (or his/her representative) will convene meetings, coordinate the work of the committee, and serve as a liaison to the dean and the Faculty Executive Committee. Faculty representatives are responsible for keeping their respective departmental faculties informed of the committee's recommendations and any other pertinent information the committee receives regarding curriculum. If a faculty representative is unable to attend the scheduled meeting, this individual is responsible for obtaining a faculty alternate from his/her department. The faculty representative must notify the chair of this intended absence and provide the name of the faculty alternate. If a student representative is unable to attend the scheduled meeting, this individual is responsible for obtaining a student alternate at the same level (graduate or undergraduate). The student representative must notify the chair of this intended absence and provide the name of the student alternate. The alternate will serve as a voting member for agenda items at the meeting the alternate attends.

A staff member from the Office of the Dean will be appointed to assist the committee chair with various tasks including the following:

- Work with the chair to establish meeting dates and agenda deadlines and notify college of these dates via e-mail and COE website.
- Take minutes at each meeting and post these on the Curriculum Committee site on the COE webpage.
- Work with the chair to create an end-of-year report of summarized actions for the year.
- Maintain a list of any approved special curriculum policies as an appendix to this document.

## Section 2: Responsibilities of the Curriculum Committee

Per the College of Education By-Laws, it is the responsibility of the Curriculum Committee to perform the following tasks:

- 1) Make decisions and recommendations related to curricular issues within the College of Education's mission.
- 2) Facilitate a periodic review of the COE Conceptual Framework and related materials and recommend changes as needed to meet the mission/goals of the college.
- 3) Review annual program reports, student test data, and other pertinent information to verify that standards are being met.

## Section 3: Conducting Business with the Curriculum Committee

The Curriculum Committee typically meets once a month during the academic year and acts only on matters presented in the appropriate format. Deadlines are established and communicated that require the submission of materials for the agenda approximately two weeks before scheduled meetings. Members receive agendas and attachments approximately one week in advance of meeting. The schedule of meeting and submission deadline dates is distributed at the beginning of each semester.

The Curriculum Committee is informed of all initiatives and proposals that may impact curriculum in the College of Education. Curriculum issues that are addressed by the Curriculum Committee include, but are not limited to, proposed additions, deletions, and changes in undergraduate and graduate courses or programs. The Curriculum Committee makes recommendations to the Dean of the College of Education for approval or disapproval of these curriculum matters. Undergraduate and graduate course and program recommendations that are made at the College level are then submitted for University review.

Appendix I contains information regarding the curriculum change routing, instructions, and forms. Appendix II contains College of Education approved special curriculum policies.

## APPENDIX I

### Curriculum Change Routing, Instructions and Forms

#### Format of Materials

From the beginning of the approval process, any proposed curriculum change needs to be in the format used by university-level curriculum committees. All required forms are available on the COE website at

<http://coe.georgiasouthern.edu/curriculumcomm.html>

Any accompanying documents must be in MSWord.

For a New Course Proposal, prepare:

- (1) University's New Course Form and the Approval Signatures Form
- (2) COE Departmental Course Outline
- (3) If course includes a field experience, complete a COE Field Experience Description form.

To Revise or Delete a Course, prepare:

- (1) University's Course Revision Form OR Course Deletion Form, and the Approval Signatures Form
- (2) a revised Departmental Course Outline is needed *only* when significant changes are being made to sections of the existing COE Departmental Course Outline for the course.
- (3) a revised Field Experience Description form is needed *only* when significant changes are being made to sections of the existing Field Experience Description for the course.

For a Selected Topics Announcement, prepare:

- (1) University's Selected Topics Form
- (2) Course Syllabus using the COE syllabus guide

Note: a selected topics course may be offered more than once after its announcement, however, a New Course Proposal should be prepared and submitted for approval when it is determined that the course needs to be a regular offering.

For a New Program, prepare:

- (1) University's "Proposed New or Revised Programs" form and its signatures form
- (2) Preliminary Proposal in Regents format OR Formal Proposal in Regents format if approval has already been received for a Preliminary Proposal.

For a Revised Program, prepare:

- (1) University's "Proposed New or Revised Programs" form and its signatures form
- (2) Include Justification on the University's "Proposed New or Revised Programs" form
- (3) Insert Proposed or Revised Program of Study in Catalog format per instructions on the University's "Proposed New or Revised Programs" form
- (4) Optional: Revised advisement checksheet for proposed Program of Study

For Changes that do not require university-level curriculum committee approval,

(for example: a proposal to change a policy of the COE Curriculum Committee) prepare:

- (1) COE Curriculum Recommendation Form
- (2) Memo presenting the request and rationale.

## **Routing/Process for College and University Approval**

1. The concept for a curriculum proposal is developed at the program or department level in collaboration with content areas when appropriate. In some cases, another unit such as an associate dean or the Education Advisement Center may initiate a proposal.
2. The originating unit will prepare the appropriate curriculum forms for its proposal. See section "Format of Materials."
3. If the proposal begins at the program-level, the signature approval page of the curriculum form will be signed for the program.
4. The proposal will then be submitted to the departmental curriculum committee for consideration. When a proposal is approved by the department, the signature approval page of the curriculum form will be signed for the department.
5. Proposals that require Teacher Education Committee (TEC) review and/or approval will be submitted to the Chair of the Executive TEC Committee by its published agenda deadline dates.
6. Proposals approved by a department curriculum committee and, if applicable, reviewed and/or approved by TEC will be submitted to the Office of the Dean (or staff member assisting the COE associate deans and the Curriculum Committee Chair with Curriculum Committee matters) by the published deadline for receipt of COE Curriculum Committee agenda items. Each proposal must be submitted both as a paper copy and in electronic form (as an email attachment or on disk).  
Note: Agenda deadlines are approximately two weeks prior to a meeting. Dates for meetings and agenda deadlines are set by the committee at the first of each semester or as soon after members' teaching schedules for a semester are known. All agenda deadline dates and meeting dates are published on the committee's website at <http://coe.georgiasouthern.edu/curriculumcomm.html>
7. The Curriculum Committee Chair and COE associate deans will review proposals for completeness and add them to the agenda for the next Curriculum Committee meeting.
8. Curriculum Committee members will receive a meeting agenda and copies of all proposals no later than one week prior to a meeting of the committee.
9. At the Curriculum Committee meeting, a proposal will be presented with a motion for approval from a committee member; traditionally a proposal has been presented by a member representing the originating department. If a proposal is approved by the Committee, the Chair will sign the signature approval page of the curriculum form. If the Committee requests changes in a proposal or does not approve a proposal, committee members representing the originating department will be responsible for relaying the requests or decision to the department and/or program. The department will be responsible for submitting to the Dean's office (or staff member assisting the COE associate deans and the Curriculum Committee Chair with Curriculum Committee matters) any revised curriculum forms that are necessary due to changes requested by the Curriculum Committee.
10. Proposals approved by the COE Curriculum Committee will be given to the COE dean for review and approval. To approve a proposal, the dean will sign the signature approval page of the curriculum form. Any proposal not approved by the dean will be returned to the COE Curriculum Committee with the dean's comments.

11. Following approval by the dean, a proposal will be submitted electronically by the dean's office to the appropriate university-level curriculum committee. Also, a hard copy of the signature approval page (completed through the Dean's Signature) for each proposal will be delivered by hand or through campus mail to the appropriate office.
  - Graduate proposals will be submitted to the College of Graduate Studies by the COE associate dean for graduate education by the deadline as established for Graduate Committee meetings.
  - Undergraduate proposals will be submitted to the Registrar's Office by the COE associate dean for undergraduate education by the deadline as established for Undergraduate Committee meetings.
12. Once these items have been received by the appropriate university-level committee, they will be reviewed for accuracy and placed on the committee's agenda.
13. Meeting agendas for the Graduate Committee and for the Undergraduate Committee as well as items to be considered by each committee will be placed on the committee's web page (two weeks prior to the meeting date).
14. A campus-wide announcement will be made via e-mail that the committee's agenda and curriculum proposals are on the web and available for review. If there are questions or corrections to any item, they must be directed to the appropriate dean. The dean or his/her designees will then notify the appropriate committee of any changes (noting who has made the change) and these changes will be made prior to the meeting date.
15. Following the completion of each meeting, the chair of the university-level committee (and for Graduate Committee items also the Dean of the College of Graduate Studies) will sign the signature approval page on each item that has been approved. The committee's minutes will be placed on the committee's web page and will be approved at the next committee meeting with a notation on the web page of the approval.
16. The Faculty Senate Librarian will be notified that the minutes (available on the web page) have been approved by the committee and should be placed on the agenda for the next Faculty Senate meeting. Following approval of the minutes by the Faculty Senate, a notation of this action will be made on the web page.
17. Upon completion of the above steps, a packet of all approved curriculum items (including the original signature approval pages) will be forwarded to the Provost for approval and signature. Upon receipt of the approvals by the Provost, the notation will be made on the web page. This will complete the process.

## APPENDIX II

### **Approved Special Curriculum Policies**

A. Special Topics Course Policy

After being offered three times, a special topics course should be submitted for approval as a regular course. (approved January 2001)

B. Course Changes to Only the Departmental Course Outline

When a course change is only in a Departmental Course Outline and a university curriculum form is not required, the COE Curriculum Committee will receive the change for information only.

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