

## APPENDIX G

### Sample Curriculum Review Process

The curriculum proposal and review process generally follows the following steps. The faculty curriculum proposer will likely:

- A. Discuss their curriculum ideas -- for course changes, new courses, program changes, or new programs -- with program faculty and their department chairs to determine the need for the change in the department's overall strategic plan, including curriculum, program, resource, budgetary, and staffing issues.
- B. Prepare a proposal in accordance with these "Procedures for Curriculum Review," which describe procedural, format, and calendar requirements for curriculum review.
- C. Engage in and document formal consultation with administration and colleagues throughout the process.
  - i. Consultation must include chairs of all college departments, and should occur early in the process. Each chair will complete a Curriculum Consultation Recommendation List (Appendix F) to facilitate widespread and appropriate consultation.
  - ii. Consultation may include:
    - a. Program faculty who will be impacted by the proposal;
    - b. Other CED faculty whose programs or courses might be impacted by the proposal;
    - c. Faculty from other colleges whose programs or courses might be impacted by the proposal.
  - iii. Sponsors are responsible for establishing a concrete record of consultation for the full process of consultation from the beginning of the process. Documentation may take the form of email correspondence printouts, exchanges of memoranda, the Curriculum Consultation Record (Appendix F), etc.
- D. Revise, refine, and modify proposals throughout the consultation process.
- E. Repeat the consultation process (section "C" above) if a proposal is substantively modified during its development. Sponsors are responsible for accumulating evidence of appropriate and adequate consultation at each phase of proposal development.
- F. Obtain the signature of the chair of the department in which the proposal originates, signifying approval to move the proposal forward (see Appendix A).
- G. Submit the proposal to the Department Curriculum Committee for administrative review and 1<sup>st</sup> Reading.
- H. Revise the proposal, including further consultation as noted in section "C" above, as needed.
- I. Submit the proposal to the Department Curriculum Committee for 2<sup>nd</sup> Reading.
- J. Repeat revision, consultation, and department readings as needed.
- K. Obtain the department chair's and department curriculum committee chair's signatures on the Curriculum Proposal Tracking Sheet and forward the proposal to the College Curriculum Committee. (See Appendix A for Curriculum Proposal Approval Sheet.)
- L. Submit to the College Curriculum Committee for administrative review and 1<sup>st</sup> Reading.
- M. Revise the proposal, including further consultation, as needed. The College Curriculum Committee may request that a proposal be returned to the sponsor's department curriculum committee for further review.
- N. Submit the proposal to the College Curriculum Committee for 2<sup>nd</sup> Reading.

- O. Submit a final electronic copy of the approved proposal, including all changes, to the department secretary, who will render the proposal in the required format, obtain the department chair's and College Curriculum Committee chair's signatures and date of final approval on the Curriculum Proposal Approval Sheet (see Appendix A), and forward the proposal to the Dean's Office for submission to the university.
- P. The Dean's Office obtains final approval signatures by the appropriate department chair and the Dean, or Dean's designee, on university worksheets and submits the approved proposal to the university.