

## Curriculum Committee Responsibilities

General Information: A department chair or dean signature indicates the proposal has gone through the appropriate process and that there are adequate fiscal resources (including faculty and facility resources) to support the proposal. If adequate resources are not available within the department/college to support the proposal, the signature indicates this information is clearly outlined, including resources required from the university to support the proposal.

**Department Level:** (Responsible for correctness of all elements in the proposal)

- Create proposals
- Identify standards of the discipline/accreditation issues
- Develop objectives for courses\*
- Determine allowable methods of course delivery (web, IVR, lecture)
- Identify adequate resources and/or fiscal and physical limitations
- Identify linkage with department mission/strategic plan
- Verify that specialized accreditation standards have been met

**College Level:** (Reviews all elements of the proposal)

- Verify that the course subject, number and title match the information listed in current catalog for course proposals and program change proposals
- Review course descriptions for accuracy (from latest catalog version) and that American Standard English is used\*
- Review for impact on other departments within the college, and, to the degree possible, outside college
- Review course objectives for verbiage, depth, measurability and consistency with course description (The College is the final approval authority for these components of the proposal)\*
- Verify adequate resources are available in the college or note fiscal and physical limitations or university resource needs
- If appropriate, ensure the Curriculum Sub Committee for Teacher Education has reviewed/approved proposal for impact on Teaching Degree
- Identify linkage with college mission or strategic plan
- Verify that specialized accreditation standards have been met

**Functional Review (Advisors and Degree Certification):** (Identifies functional issues)

- Review for logistical effects on students
- Review for effects on other courses
- Review for effects on programs/older programs
- Verify prerequisites to required courses are also required in programs
- Verify the hours in the major or components of the major accurately reflect the total hours required
- Verify all required or optional courses in the major have standard numbers and titles (Common courses with specific titles should not be included in a major)
- Verify that the program/course change is systematically enforceable
- If appropriate, ensure the Curriculum Sub Committee for Teacher Education has reviewed/approved proposal for impact on Teaching Degree

### **Assistant Vice President for Academic Affairs**

- Forward issue-free proposals to Academic Affairs Council or Graduate Council.
- Resolve appropriate issues identified during Functional Review and forward proposals to Academic Affairs Council or Graduate Council.
- Return proposals with unanswered issues to College Curriculum Committee.
- Highlight resource gaps stated or implied in proposals.

### **Academic Affairs Curriculum Council or Graduate Council**

- Review for impact on other colleges
- When appropriate coordinate with the Academic Affairs Council or Graduate Council when reviewing undergraduate/graduate counterpart courses.
- Consider congruence with the university mission, philosophy and policies \*\*
- Consider congruence with academic strategic goals \*\*
- Consider support of state-wide needs/stakeholders \*\*
- Review course level characteristics with particular emphasis on creative scholarly activity
- Red-flag fiscal concerns \*\*
- Verify that functional review has been completed

### **Vice President for Academic Affairs**

- Approve or Reject

\* It is recommended each department/college assign one individual to assure course description grammar (American Standard English) and objectives are correctly written.

\*\* These areas do not need to be considered by AACC when reviewing new majors or new programs.