Curriculum Review Process

A. Overview

- Any curricular change that will affect the catalog or other official curricular documents of the University of Scranton must undergo the curriculum review process.

    - Changes to student or program learning outcomes that do not result in a catalog change do not require review by the Faculty Senate Curriculum Committee (FSCC) but must be approved by department vote.

        - Changes to student learning outcomes for courses required by other programs should be shared with those affected programs.

B. Procedures

1. The Department or Program

    i. The department initiates curricular proposals and votes to approve them.

        - Proposals for interdisciplinary programs without a single home department should be voted on by the faculty serving the program (e.g., advisory committees, steering committees). The program director should sign in place of a department chair. Signatures are required by department chairs of faculty serving in the program.

    ii. Department chair or program director checks to see that the proposal is complete and that all required signatures from affected department chairs or program directors are included.

    iii. Department chair(s) signature(s) are required for any proposal that will affect any other programs or departments.

        - Signatures demonstrate that a potentially affected department or program has reviewed the proposal. The signature does not indicate endorsement. If the signer does not endorse the proposal, an email can be sent directly to the FSCC chair, their dean, and/or the provost.

      iv.   If approved, the chair sends the proposal to their dean's office.

      v.   New program proposals can be initiated by the dean's office. In this case, the dean or associate dean develops the proposal and signs in place of a department chair.

2. The Dean's Office

      i.   The dean or associate dean checks the forms for completeness and accuracy.

- The dean may send the proposal back to the department/program for edits.

      ii.   Upon completion of preliminary review, the dean or associate dean sends the proposal to the college curriculum committee .

3. The College Curriculum Review

      i.   The college curriculum review committee will review the proposal according to college protocols.

      ii.   The college curriculum committee may request revisions or edits to the proposal to be sent to the proposers by the chair of the college curriculum committee.

      iii.   The college curriculum committee makes a recommendation to the dean, FSCC, and provost. The college curriculum committee may recommend the proposal or not recommend the proposal. If they do not recommend the proposal, they should include a memo explaining their position. The college curriculum committee chair may also directly e-mail the FSCC Chair and the provost.

      iv.   The proposal is returned to the dean's office.

4. The Dean's Office

      i.   The dean or associate dean has ten business days to sign the proposal and send it to the provost's office for posting to the Faculty Senate Curriculum Bulletin Board unless the proposers agree with the dean that additional revisions to the proposal are necessary. In this case the proposal will be returned to the department for revision.

- In the College of Arts and Sciences, after the CAS curriculum and assessment committee has reviewed the proposal and

made a recommendation, the dean will also send the proposal to the CAS Dean's Conference to be reviewed and recommended by the department chairs (in parallel with the FSCC).

- The dean's signature does not indicate endorsement of the proposal.

- If the dean does not support the proposal as written, this can be stated in the text box provided above the dean's signature, or a memo detailing the dean's position can be attached to the proposal. The dean may also directly email the FSCC chair and/or provost.

- The dean's office must forward the proposal to the provost's office for posting to the Faculty Senate Curriculum Bulletin Board regardless of the college curriculum committee's or dean's endorsement. Since only the department and provost have the authority to approve or not approve a proposal, not forwarding it would be equivalent to deciding not to approve the proposal.

5. The Faculty Senate Curriculum Committee

   i. The FSCC reviews all proposals posted to the Faculty Senate Curriculum Bulletin Board.

      - The FSCC normally meets weekly. Once proposals are posted, they will be added to the next available agenda.

   ii. Upon review, the FSCC may request revisions to the proposal before making a recommendation to the provost or Faculty Senate.

      - If revisions are required, the department needs to send the revised proposal to their dean's office for posting to the Faculty Senate Curriculum Bulletin Board. The proposal cannot be posted unless received from the appropriate dean's office.

   iii. The FSCC chair will submit a report to the Faculty Senate with all proposals recommended, not recommended, or returned for revisions since the last senate meeting.

        iv.   In the case of a new program or program deletion, the FSCC chair will make a motion on the Senate floor and the Senate will vote on a recommendation to be sent to the provost.

    6. The provost makes the final decision on whether to approve the proposal.

        i.   If the provost decides against the senate recommendation, a brief explanation should be provided to the proposing department and FSCC chair.

C. FSCC chair meets monthly with the provost (or their designee) to establish curricular priorities and discuss the status of proposals.

D. Any course proposal seeking GE/ICC attributes must be submitted to the Conference Committee on the Curriculum (CCC). If the course proposal is only requesting GE/ICC attributes, it is submitted to CCC only. If the course proposal is revising an existing course beyond adding a GE/ICC attribute, or presenting a new course for a GE/ICC attribute, it is submitted to both FSCC and CCC to be reviewed in parallel.