

**Curriculum Development Procedure (Feb. 1999, revised Spring 2005, *Revised 2006, approved by FA 28 Feb 2007*)**

1) The Faculty Assembly's Curriculum Committee is the primary body charged with the academic assessment of existing or proposed curricular programs. In all deliberations the Committee should be informed by the expertise of the faculty in the area(s) affected, the advice of the Department Chair(s), and the impact that supporting the initiative may have on other programs and offerings. Final authority for approving curricular changes rests with the Provost.

a.) List of curriculum items, which currently the Curriculum Committee and Faculty Assembly consider as requiring Faculty Assembly approval:

- New courses; new majors and minors; concentration changes
- Policies on criteria for WIC designation.
- New programs
- New degrees
- Policies on determining course enrollment caps
- **General Education Requirement course designations following approval by the General Education Council**

b) List of items which currently require only Curriculum Committee approval:

- Course renumberings.
- Changes in major declaration requirements
- Changes in course descriptions
- Cross-listing of courses
- Course sequencing changes

Note: Curriculum Committee decisions to reject proposal types listed under no. 2 can be brought to the Faculty Assembly for reconsideration

2) Consistent with the above principles and to assure that they have been observed, the following requirements must be met before any curricular initiative will be approved by the Provost.

- a) The initiative must be signed and dated by the *department chair*/discipline coordinator] indicating that all members of the discipline (or multi-disciplinary group) have had an opportunity to review the proposal and whether or not the initiative has the support of the *faculty* as a whole. For new programs, this step may be completed by a task force formed for this purpose or it may be omitted.
- b) The initiative must be signed and dated by the department chair(s) in all divisions which offer relevant courses indicating their evaluation of the proposal. The department chairs bear responsibility for assuring that all relevant faculty have been consulted.
- c) If the Curriculum Committee makes substantive changes in the initial proposal, steps a and b must be repeated before the Committee makes its preliminary recommendation.
- d) The precise description and use of special topics courses rests with the faculty in

the discipline and the department chair(s) involved. However, no special topics courses may be offered more than twice. After that, the course must be included in the regular academic program and must be approved through the ordinary procedure.

- 3) The Provost has the responsibility for development and maintenance of the overall academic program of the University. Based on this responsibility, the Provost retains absolute authority to approve all curricular initiatives prior to their implementation. While the Provost will ordinarily endorse initiatives that have been developed according to appropriate procedures, s/he retains the right to reject or delay any such change for financial, procedural, or any other reason.
  - a) The Provost will not ordinarily accept any proposal which has not followed all appropriate procedural steps -- regardless of the merit of the proposal.
  - b) The Provost may remand to the faculty initiatives which in his or her sole opinion merit further review or revision. Whenever approval of an initiative is in doubt the Provost will make reasonable efforts to inform interested parties of pending issues as early as possible.
- 4.) Proposals for new academic majors will be implemented in the following academic year only if they are approved by the Faculty Assembly by the end of Fall Semester. Proposals for new academic minors, or any other changes not requiring Board action will be implemented in the following academic year only if they are approved by the Faculty Assembly before Spring Break. *Proposals for new courses will be implemented in the following academic year.*
- 5.) *The Academic Catalog is the official curricular document and all curricular changes must be included in the Academic Catalog. Students are subject to the requirements of the catalog in effect at the time they matriculate.*
  - *Should the curriculum change, students may decide to meet the new requirements and will be subject to all new requirements or may expect to be able to fulfill their degree requirements as stated in the catalog at the time they matriculated.*
  - Consistent with NEASC requirements, courses which have not been offered in the any three-year period will be summarily deleted. The Dean of Faculty will notify department chairs when courses have not been offered for two years.