

## **CURRICULUM COMMITTEE POLICIES AND PROCEDURES**

This document describes policies and procedures related to proposals for curriculum changes within the School of Education or affecting programs offered by the School of Education. The School of Education Curriculum Committee is responsible for reviewing, recommending, and approving proposals related to items listed below.

### **A. Committee Membership**

The Curriculum Committee consists of one tenured/tenure-track faculty member from each department of the School of Education, plus a liaison from the Council of Chairs. Department representatives are elected by their respective departments for staggered, three-year terms and are eligible for re-election after their terms expire. The liaison from the Council of Chairs is selected by the Council annually and serves as a non-voting member. The Curriculum Committee chair is elected annually by the committee members no later than the first meeting of the Fall semester.

### **B. Committee Meetings and Records**

The Curriculum Committee usually meets once a month as needed to review curriculum proposals. One committee member records the minutes at each meeting and places a copy in the Curriculum Committee archive, kept in the School of Education office. When the committee has completed action on a proposal, the chair places a copy of the proposal and attachments in the Curriculum Committee archive, kept in the School of Education office.

### **C. Curriculum Committee Decision Items**

- New courses in the School of Education
- New credential programs in the School of Education
- New degree programs in the School of Education
- New certificate programs in the School of Education
- Other new curricular programs in the School of Education
- Changes in existing School of Education courses that affect the number of units assigned to the course
- Changes in existing School of Education programs that affect the total number of units required to complete the program (including prerequisites)
- Changes in existing School of Education courses or programs that affect curriculum in other departments in the School of Education
- Changes in existing School of Education courses or programs that affect University-wide curriculum (e.g., majors, minors, prerequisites, subject matter preparation programs, field experiences, General Education requirements)
- Changes in existing School of Education courses or programs that involve deletion or alteration purpose, content, or program requirements.
- Courses in departments outside the School of Education seeking approval as substitutes for existing courses in the School of Education.
- Changes in courses or programs outside the School of Education that affect curriculum in the School of Education, that are co-taught, or articulated with the SOE.

All Decision Items require the submission of appropriate committee forms and a review process, as described in Section D below.

**D. Procedures for Development and Review of Decision Items**

Curriculum proposals are developed and reviewed according to the following procedures:

**Step 1: Development**

- a) Initiator consults with Curriculum Committee chair and obtains Policies and Procedures and relevant forms.
- b) Initiator develops proposal in consultation with relevant faculty, department chairs, and the School dean.
- c) Initiator completes Cover Sheet, Proposal forms, and attachments as needed.

**Step 2: Department & Program Comment and Review**

- a) Initiator submits completed Proposal forms and attachments to all departments programs and/or committees affected. Programs within departments will be reviewed by the department. Initiator consults with relevant program faculty, department chairs, committee chairs and the School dean.
- b) Department chairs, program directors, and/or committee chairs complete and sign Department & Program Review form or write a letter of support after open discussion with their faculty.
- c) Proposals are reviewed by the School dean for information and resource allocation and the School dean signs the Review Form and/or write a letter of support.

**Step 3: Curriculum Committee Review (may proceed concurrently with Step 2)**

- a) Initiator submits an electronic copy of the proposal package (Cover Sheet, Proposal forms, Department & Program Review forms, other attachments as needed) and the signature page to Curriculum Committee chair. The Committee must have at least one week between proposal submission and discussion of the proposal. Curriculum Committee considers the proposal at the next scheduled meeting if possible. Either the initiator or the Committee may request that the initiator be present at the first or subsequent meetings as necessary.
- b) First Reading: Curriculum Committee holds a first reading and responds to the proposal with written comments, which may include a request for changes or additional information to be submitted before further review. If no changes or additional information is requested and the proposal with attachments is complete, Curriculum Committee will approve the proposal. If changes or additional information is requested, Curriculum Committee takes no further action until initiator submits the requested information or a revised proposal for consideration.
- c) Second Reading: The curriculum committee will hold a second reading when the initiator has submitted the requested information or revised proposal for consideration. At the second reading the Curriculum Committee may approve the proposal, disapprove the proposal with written justification, or again request that changes or additional information be submitted before further review.
- d) After a proposal has been either approved or disapproved by the Curriculum Committee, the chair of the Committee:
  - ❑ Returns a copy of the signed Cover Sheet to the initiator.
  - ❑ Sends a written report of action taken, together with written justification in the case of disapproval, to the chairs of all departments affected and to the dean of the School of Education.
  - ❑ Reports all final actions taken as information items at the next faculty meeting of the School of Education.
  - ❑ Places a copy of the proposal and attachments in the Curriculum Committee archive, kept in the School of Education office.

**Step 4: University Review and Inclusion in SSU Master Catalog**

- a) After the Curriculum Committee has approved a proposal, it is the responsibility of the initiator and his or her department to forward the proposal to other bodies whose approval is required or sought. These may include:
- ❑ General Education Subcommittee
  - ❑ Educational Policies Committee
  - ❑ Teacher Education Council
  - ❑ Academic Senate
  - ❑ California Commission on Teacher Credentialing
- b) After all necessary approvals are obtained, it is the responsibility of the initiator and his or her department to submit the new or changed course(s) or program(s) to the Associate Provost for inclusion in the Master Catalog. The curriculum change will be posted electronically for two weeks to allow campus-wide review and comment, then entered into the Master Catalog file, and may then appear in a class schedule.

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