POLICY TITLE
Curriculum Committee Guidelines

POLICY NUMBER
1-003

Responsible Unit: *Office of Academic Affairs and Workforce Development*	**Effective Date:** 02/21/2020
Responsible Official: *Associate Vice Chancellor for Academic Affairs*	**Last Reviewed Date:**
Policy Classification: *Academic Affairs*	**Origination Date:** *01/30/2020*

I. POLICY STATEMENT AND RATIONALE

To review and approve application/proposals for new and existing programs and curriculum course offerings and changes.

II. POLICY SCOPE AND AUDIENCE

This policy applies to University faculty, Chairpersons, Deans, and Administrative staff who have direct and/or indirect knowledge of and responsibility for the curriculum.

III. POLICY COMPLIANCE

Failure to comply with this policy may result either in no action being taken with respect to a curriculum review, modification, or approval.

IV. POLICY DEFINITIONS

For the purposes of this policy, "curriculum" refers to the formal academic plan for the learning experiences of students in pursuit of a college degree, including the following: 1) goals for student learning, 2) content, 3) the sequence of concepts presented, 4) instructional methods and activities) 5) methods used to assess student learning, and 6) adjustments to teaching and learning processes.

V. POLICY IMPLEMENTATION PROCEDURES

Chairperson

The Committee Chairperson is voted in by faculty of the Curriculum Committee and a recommendation is made to the Vice Chancellor of Academic Affairs and Workforce Development. Recommendation and appointed shall be made annually by the Vice-Chancellor of Academic Affairs and Workforce Development based on the recommendations of the Curriculum Committee. The Chairperson is a tenured faculty member who has served on the committee previously.

The chair will:

- Schedule meetings of the Curriculum Committee
- Disseminate items for consideration to Curriculum Committee members
- Prepare Curriculum Committee agenda
- Moderate committee meeting
- Advise participants of final votes and/or recommendations
- Forward committee minutes to Director, Curriculum Development

The Curriculum Committee Chairperson will vote to break a tie vote by the voting members.

Committee Members - Voting

The Curriculum Committee voting members shall be made up of no more than 25 faculty and no more than 10 staff. They will be recommended by their peers and appointed by the Vice-Chancellor for Academic Affairs and Workforce Development. The voting members represent the following constituencies:

- Faculty Representative from the Division of Humanities/Behavioral Sciences and Education
- Faculty Representative from the Division of Science and Technology
- Faculty Representative from the Division of Allied Health and Nursing
- Discipline Program Coordinators
- Department Chairs
- Representative from Continuing Education
- Representative from the Deans
- Faculty Senate President
- University Library

Curriculum Committee voting members will:

- Attend meetings as scheduled

- Review proposals for program/course modification and/or new academic programs prior to meetings
- Provide comments and/or comments on proposals
- Vote independently on proposals - If a committee member is also a presenter on a proposal, the member should abstain from voting on identified proposal.

A quorum of two-thirds of the committee membership is required for voting to proceed.

Nonvoting Members

The following nonvoting members are invited to attend all meetings and informed of Actions and are limited to addressing and clarifying administrative concerns.

- Director, Curriculum Development
- Director, Assessment (RSPIE)
- Student Services Financial Aid and Advising Representative
- Associate Vice Chancellor of Academic Affairs and Workforce Development
- Vice-Chancellor Academic Affairs and Workforce Development
- Representative from Faculty Development Center

Procedures for Modified or Deleted Courses & Programs

Requests for new, modified or deleted courses, program modifications are to be prepared on the Program Modification Change form (paper and e-files). *(see appendices)*

Summary of Process for Review of New, Modified or Deleted Course, Program Modifications

1) Originator consults with the Program Chair and Office of Curriculum to develop a proposal.
2) Originator submits proposals (hard copy and e-file) to Chair of Academic Program and Dean, and Office of Curriculum respectively
3) Office of Curriculum forwards the proposal to Curriculum Committee Chairperson.
4) Curriculum Committee Chairperson forwards proposal to committee members for review prior to scheduled meeting
5) Originator presents new, modified/deleted course, and program modifications in scheduled Curriculum Committee meeting
6) The Curriculum Committee votes: Approved-No Recommendations, Approved with Recommendations, Disapproved

7) Revisions, if indicated, are forwarded to Originator, Director of Curriculum, Chairperson, and/or Dean of the Academic Program. Dean and/or Proposer returns revised copy of proposal in one week to Curriculum Committee Chairperson for final review

8) Proposals that receive favorable recommendations from the Curriculum Committee are forwarded to the Office of Curriculum and Vice Chancellor for Academic Affairs and Workforce Development

Summary of Process for Review of New Program Proposals

Review the BOR Policies and Procedures for Academic Affairs (See attachments) BOR Website: www.*regents.state.la.us.*

Degree Programs/Certificates

1) Originator consults with the Office of Curriculum, Program Chair within the Program Area to develop a proposal (Complete the Letter of Intent (LoI) for Projected New Academic Programs-from Board of Regents (BOR)[2.04]) (See Attached copy)
2) Originator submits proposals (hard copy and e-file) to Chair of Academic Program and Divisional Dean, and Office of Curriculum respectively
3) Office of Curriculum forwards the proposal to Curriculum Committee Chairperson.
4) Curriculum Committee Chairperson forwards proposal to committee members for review prior to scheduled meeting
5) Originator presents new program proposal in scheduled Curriculum Committee meeting
6) The Curriculum Committee votes: Approved-No Recommendations,
   Approved with Recommendations, Disapproved
9) Revisions, if indicated, are forwarded to Proposer, Chairperson, and/or Dean of the Academic Program. Dean and/or Proposer returns revised copy of proposal in one week to Curriculum Committee Chairperson for final review.
10) Proposals that receive favorable recommendations from the Curriculum Committee are forwarded to the Office of Curriculum and Vice Chancellor for Academic Affairs and Workforce Development.
11) Upon approval, the Vice Chancellor of Academic Affairs and Workforce Development forwards proposal to Southern University Board of Supervisors for review and approval.
12) Final approval for new program proposal resides with the Louisiana Board of Regents.

Required Approvals/Information for Curriculum Proposals

	Program Coordinator	Dean/ Chair	Registrar	Curriculum Committee	VCAAWD	SBOS	BOR	SACS
Course Pre/ Coreq	A	A	I	A	A			
Changes in Program Requirements	A	A	I	A	A	I	I	?
Change in Course Title	A	A	I/A	A	I			
Course Addition/Deletion	A	A	A	A	A			
Change Title of Certificate or Degree Program	A	A	A	A	A	A	I	I
New Degree or Certificate	A	A	A	A	A	A	A	I/A
Substantive Curriculum Revision	A	A	A	A	A	A	A	A
Extension of Program to off-Campus site	A	A	A	A	A	A	A	A
Degree or Certificate Program Termination	A	A	A	A	A	A	A	A

A = Approved Required   SBOS =   Southern Board of Supervisors
I = Information Required   BOR =   Louisiana Board of Regents
                                    VCAAWD = Vice Chancellor of Academic Affairs and
                                                           Workforce Development

Steps and Timeline in Curriculum Approval Process

Action	Responsibility	Send To:	Timeline:
Prepare proposal in program with consultation from Office of Curriculum and determines in consultation with VC of AACWD and RSPIE if a SACS prospectus, sub change, or substantive change is needed.	Faculty/Program Coordinator	Program Chair and Office of Curriculum	TBD
Consult with Office of Curriculum and Registrar regarding all course title or number changes	Faculty/Program Coordinator	Program Chair	TBD
Faculty and Program Coordinator reviews proposal at program level in consultation with the Office of Curriculum	Program Chair	Dean	TBD
Dean reviews & approve at division level	Dean	Office of Curriculum	TBD
Office of Curriculum sends proposed program to the Chair of the Curriculum Committee	Director of Curriculum	Curriculum Committee Chair	TBA
Distribute Materials requiring action electronically	Chairperson Curriculum Committee	Committee Members	TBD
Presents proposals at Curriculum Committee level	Faculty/Program Coordinator	Curriculum Committee	TBD
Curriculum Committee Chair forwards minutes to Office of Curriculum for posting.	Chairperson Curriculum Committee	VC Academic Affairs/Workforce Development	TBD

VC AACWD facilitates with Chancellors office Board of Supervisors and Board of Regents program approval at the system and state level	VC AACWD or representative	Chancellor's Office	TBA
Program is implemented			

As part of the initial approval of this policy by the Chancellor of Southern University at Shreveport and subsequent to the original dissemination of the policy, the Chancellor has assigned the Vice Chancellor of Academic Affairs and Workforce Development as the policy owner for the ongoing evaluation, review, and approval of this policy.

VI.   POLICY RELATED INFORMATION

This policy is aligned with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Section 10 Educational Policies, Procedures, and Practices, Standard 10.4.

"The institution (a) publishes and implements policies on the authority of faculty in academic and governance matters, (b) demonstrates that educational programs for which academic credit is awarded are approved consistent with institutional policy, and (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty."
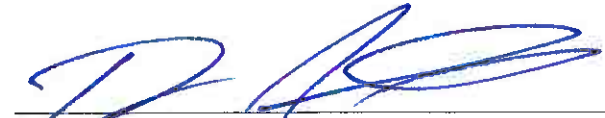
http://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf

VII.   POLICY HISTORY AND REVIEW CYCLE

This is a new policy that is subject to a five-year policy review cycle.

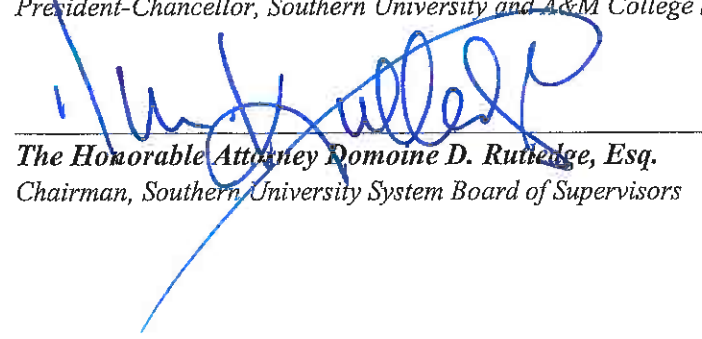## VIII.   POLICY URL

www.susla.edu

IX. POLICY APPROVAL

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Rodney A. Ellis, Ed.D.
Chancellor, Southern University at Shreveport

2-21-20
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Effective Date of Policy

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Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

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Effective Date of Policy

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The Honorable Attorney Domoine D. Rutledge, Esq.
Chairman, Southern University System Board of Supervisors

2/21/20
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Effective Date of Policy