

Curricular Policies

(approved by Faculty Senate 12-12-2012)

Purpose:

This document sets out curriculum policies and procedures for the purpose of establishing an orderly, transparent and broad-based process for the thoughtful consideration of curricular matters at Roger Williams University.

Overview of the Process:

Proposals for curriculum changes all follow a similar path from initial planning stage to final approval and publication in the Universities Catalog and Web site.

There are two different types of curriculum proposals: Undergraduate or Graduate Curriculum Proposals, and Core Curriculum Proposals. Proposals move from the proposing department, division, or school to the appropriate Dean, or in the case of Core to the Associate Provost, who reviews the proposal and then forwards it to the appropriate (School-based or Core) curriculum committee for initial faculty review. The appropriate committee gives each proposal their consideration and accepts or rejects the proposal. If a proposal is rejected by both the committee and the Dean/Associate Provost, it does not move to the next level for consideration. If a proposal receives approval of either the committee or the Dean/Associate Provost it moves to the Faculty Senate Curriculum Committee for review. Proposals approved by the Faculty Senate Curriculum Committee then move to the office of the Provost for final review and implementation. (See attached Flow Chart).

Normative time frames are given for each stage of the review process. (See flow chart). If review of a proposal is not begun within an indicated time frame, the Provost may direct that the proposal be forwarded directly to the next stage of program review.

Initial Planning:

Minor curriculum changes such as course number changes, course description changes, catalog description and prerequisite changes usually originate from department, division, or school meetings and proceed directly to the appropriate Dean. It is the responsibility of the proposal sponsor and each reviewer to make sure that all of the faculty affected by the proposal are informed of the details of the proposal.

Major curriculum changes particularly those that require financial resources such as new majors, minors, core concentrations or degree programs should go through a more extensive planning process, including the completion of a Business Plan. It is suggested that a summary prospectus be presented at a School or University Planning Meeting or to the Dean of the School or program involved prior to submission of the actual proposal.

Such a prospectus should include:

1. description of the new program or major
2. relevance to mission and strategic plan
3. resource summary
4. time line for implementation. (Under usual conditions: new degree: 2 years minimum; new major: 1 year minimum)

Electronic Submission of Proposals:

Following the initial planning process, proposals should be submitted to the appropriate Dean. Undergraduate and graduate proposals are submitted to the Dean of the appropriate school. Core curriculum proposals are submitted to the Associate Provost. Proposals should be submitted in electronic format through the following website:

<http://www.fcascc.ecommhawks.org/>

Proposals for major curricular changes such as a new major, minor, or degree programs including new certificate programs and non degree bearing programs, new Core concentrations and structural changes within the Core Curriculum should all include as a minimum the following information:

- Brief (75 word) description of proposal
- Name of the Sponsoring College/School
- Name of the Sponsoring Department/Program/Area
- Name of the Sponsoring Faculty Member(s)
- Title of Proposed Program
- Description of the proposed new major, minor, program, or core concentration
- Rationale for the proposed addition
- A comprehensive list of new courses, changes to courses, deletions of courses and any other changes involved
- Indication of resources necessary for offering this course
- Proposed catalog copy for any new courses or degree requirements:
- The impact of the change on the existing program or programs:
- Time line for implementation of the proposal:

Documentation indicating review by all the faculty from the area, program, department, division or school submitting the proposal must be attached to the RWU Curriculum site post created once you submit this form. This may take the form of comments to the petition post or a PDF of meeting minutes or a signature page attached to the petition post.

If the proposal will involve faculty from another area, department, division, or school, or will affect students from another area, department, division, or school, the proposal should include a PDF of the document used to notify the affected area, department, division, or school of the proposed change and a PDF of their acknowledgment or posted comments made by its Coordinator/Chair/Dean.

Proposals for minor curricular changes, such as addition or deletion of a course from the catalogue, changes of course number, name, catalog description, or prerequisites, should include as a minimum the following information:

- Brief description of proposal
- Name of Sponsoring College/School
- Name of Sponsoring Department/Program/Area
- Name of Sponsoring Faculty Member(s)
- Indication of the Specific Change, such as
 - Changes involving Banking/Unbanking of course(s)
 - Changes describing a specific course
 - Changes to catalog copy describing a Program, Major, Minor or Concentration
 - Changes to Requirements of a Program, Major, Minor or Concentration
- Listing of all the page numbers in the current catalog affected by the change.
- Rationale for the change:

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Proposal Review:

Review by Dean/Associate Provost:

The Dean or Associate Provost will review the proposal in a timely fashion. It is the responsibility of the Dean/Associate Provost to offer suggestions and recommendations to the proposing faculty regarding the submitted proposal and assist them in determining if major curricular changes such as new majors, minors or programs are financially viable. The Dean/Associate Provost may:

1. Approve the proposal and forward it to the appropriate faculty curriculum committee.
2. Return the proposal to the faculty submitting the proposal with suggestions for changes.
3. Reject the proposal and forward it to the appropriate faculty curriculum committee along with a written rationale for rejecting the proposal.

Following review, the Dean/Associate Provost or their designee will forward the proposals via the curriculum website to the chair of the appropriate faculty committee. Undergraduate and Graduate curriculum proposals will be forwarded by the Dean of the school to the chair of the school's Curriculum Committee. Core curriculum proposals will be forwarded by the Associate Provost to the chair of the Core Curriculum Committee, and Interdisciplinary Curriculum proposals will be forwarded to a designated School's Curriculum Committee.

Initial Committee Review:

Once a proposal is received electronically by the chair of the appropriate reviewing committee, the proposal will be included on the agenda of the committees next regularly scheduled meeting providing the proposal is received one week before the scheduled meeting date. Each committee may establish their own procedures for reviewing proposals. These procedures must be published.

All proposals must be reviewed in a timely fashion, and the agenda and minutes of the meetings must be sent to all faculty in the School.

The committee may:

1. Return the proposal to the proposers with suggestions for changes.
2. Approve the proposal and forward it to the Faculty Senate Curriculum Committee.
3. Reject the proposal and forward it to the Faculty Senate Curriculum Committee with comments.

After reviewing the proposal, the Chair of the appropriate committee will forward the

proposal electronically with their recommendations, if any, to the chair of the Faculty Senate Curriculum Committee.

If a proposal receives a negative vote by both the School's review committee and the Dean it does not move to the next level of consideration. If a proposal receives a positive vote from either the appropriate committee or the Dean, it moves on to the next level.

Review by the Faculty Senate Curriculum Committee (FSCC):

Upon receipt of the proposal from the initial reviewing committee, the Chair of the Faculty Senate Curriculum Committee will place the proposal on the agenda of the next regularly scheduled meeting providing the proposal was received one week prior to the date of the meeting. The Faculty Senate Curriculum Committee may establish their own procedures for reviewing proposals. These procedures must be published. All proposals must be reviewed in a timely fashion, and the agenda and minutes of the meetings must be sent to all faculty.

The FSCC may:

1. Approve the proposal and forward it electronically to the office of the Provost.
2. Return the proposal to the initial reviewing committee or proposer for major changes, for minor changes, not all the way back.
3. Reject the proposal and forward it to the office of the Provost with an explanation of the FSCC objections.

Review by the Provost:

Upon receipt of the proposal the Provost will review the proposal in a timely fashion.

The Provost may:

1. Accept the proposal and notify Registrar and University Faculty.
2. Return the proposal to any of the previous reviewing committees, and/or the proposer, with concerns.
3. Reject the proposal.

FLOW CHART CURRICULUM CHANGES

	All Undergraduate/Graduate Curriculum Changes	All Core & Interdisciplinary Program Curriculum Changes	Time Line
1	Department/Area/Program Planning Process	Department/Area/Program Planning Process	
	↓	↓	
2	School Dean Recommends CC Review	Assoc. Provost Recommends CORE CC or FSCC Review	
	↓	↓	2 wks
3	School C.C.	Core C.C.	
	↓	↓	4 wks
4	Faculty Senate C.C. (including full Senate approval)	Faculty Senate C.C. (including full Senate approval)	
	↓	↓	4 wks
5	Dean's Council Review (advisory to Provost)	Dean's Council Review (advisory to Provost)	
	↓	↓	
6	Provost	Provost	
	↓ (if approved)	↓ (if approved)	
7	Registrar	Registrar	In Catalog