

# **STRUCTURE AND RESPONSIBILITIES OF THE CURRICULUM COMMITTEE**

**University of San Diego  
School of Leadership and Education Sciences**

*Revised 4/13/09*

As a committee of the faculty of the School of Leadership and Education Sciences, the Curriculum Committee's charge is to make recommendations to the faculty for action on issues regarding curriculum matters. The committee will also provide a formalized body that supports the development of curriculum and instruction.

## **Membership of the Curriculum Committee**

1. Membership of the Curriculum Committee shall include the Associate Dean and a faculty member representing each program area.
2. Faculty members are elected during the Spring semester.
3. Faculty members will serve a two-year term.
4. The Associate Dean is the Chair of the Committee.

## **General Functions of the Curriculum Committee**

1. Support communication, coordination and development of curriculum and instruction across the School of Leadership and Education Sciences (e. g. reviews and disseminates information that impacts more than one program within the School of Leadership and Education Sciences).
2. Review and evaluate proposals for curriculum changes.
3. Consider curriculum-related matters, which the Dean and/or faculty asks the committee to study (e. g., developing SOLES draft policy regarding curriculum and instruction.)

## **Duties of the Curriculum Committee**

1. Review and evaluate proposals for new courses.
2. Review and evaluate proposals for course revisions. A course revision will be reviewed only if the intent is to substantially change the description of a course.
3. Review and evaluate proposals to eliminate courses and/or programs.
4. Review and evaluate proposals for new programs.
5. Make recommendations to the faculty for approval.
6. Participate in special curriculum-related projects at the request of the faculty and/or Dean.

## **The Duties and Responsibilities of the Chair are to**

1. Convene the committee for meetings.
2. Appoint one member to take minutes each meeting.
3. Insure that the composition of the committee is correct according to the membership guidelines.
4. Announce committee meeting dates and submission deadlines to the full faculty.
5. Communicate actions taken by the committee and the reasons for such actions to the Program Directors/Department Chair and the Dean. If problems arise relative to program course requests, these should be explained to the program director/ chair and resolved.
6. Communicate the committee's recommendations to the full faculty.
7. Prepare end of the year committee report.

### **Role of the Members of the Curriculum Committee**

The Curriculum Committee will meet monthly during the academic year, or on call of the chairperson. Meeting times will be announced by October 1 for the fall semester, and December 15 for the spring semester.

The responsibilities of the members are:

1. Attend all scheduled meetings.
2. Communicate with faculty concerning curricular matters.
3. Make professional judgments and informed decisions that are in the best interest of the faculty and students of SOLES.

### **Procedures for the Submission of Course/Program Proposals**

All proposals must be reviewed and approved by the faculty of the originating program/department and signed by the program director/department chair.

1. If the proposal has significant budgetary implications, it should be discussed with the Dean prior to approval by the program.
2. The Course/Program Action Sheet must be completed and forwarded electronically, along with supporting materials, to the curriculum committee, by the deadlines posted by the curriculum committee (usually 1 week prior to when the curriculum committee meets).
3. Following review of the proposal, the committee may decide to (1) recommend approval by the full faculty; or (2) send the proposal back to the program director/chair with requests for modifications and/or additional information.
4. Approved proposals are forwarded to the Dean for budgetary review.
5. Dean signs off on Course/Program Action Sheet, and returns it to the curriculum committee chair.
6. Signed proposals are then sent to full faculty for approval / discussion at the following SOLES meeting.
7. If approved by full faculty, copies of the Course Action Sheet and supporting materials are forwarded to the Dean's office for the purpose of record keeping.

### **Course Proposals**

Proposals to add, drop, or change courses are initiated by completing the following format:

- I. Procedures for New Course Proposals and Proposals to Significantly Change the Intent of Existing Courses.
  - A. Completion and electronic submission of the Course Action/ Program Sheet. This form can be found on the Faculty Forms and Policies website:  
[http://www.sandiego.edu/soles/faculty/forms\\_and\\_policies.php](http://www.sandiego.edu/soles/faculty/forms_and_policies.php)
  - B. Completion of a Course Proposal (also submitted electronically). The proposal should include the following:
    1. Course Title (both current and proposed)
    2. Course Description
    3. Course Goals/Learning Objectives (minimum of 3-4)
    4. Tentative Outline of Course Topics
    5. Required Space, Instructional Technologies, Materials, Etc.
    6. Other Comments and Additions

NOTE: The course proposal is a brief document (2-3 pages) that characterizes the essence of the proposed course. It is not necessary to include a detailed syllabus or bibliography in this proposal.

- II. Course Drops

- A. Completion of the Course/Program Action Sheet  
Programs affected by the drop should be consulted since it may be necessary for them to revise their program.
- III. Experimental Course Guidelines
- A. Introduction  
Courses numbered 579 are to be utilized by programs for experimental purposes. These numbers allow programs to:
1. Assess student interest in a particular area before instituting formal course application, and
  2. Offer courses that are of a non-recurring nature or which have somewhat transient relevance.
- B. Policies and Procedures
1. Experimental courses must be approved by program/department faculty and Director/Chair. (Program faculty should discuss student needs, faculty load issues, impact on other course enrollments, etc.)
  2. Experimental courses are submitted to the committee using the Course Action/Program Action Sheet.
  3. Experimental courses are submitted to the curriculum committee for informational purposes only, and forwarded to the Dean for budgetary review.
  4. Experimental courses with the same content may be offered twice only under the 579 rubric.
  5. After two offerings, the course must be submitted to the program/department faculty as a permanent course, to be offered again.
  6. Program Director/Chair re-submits the course to the curriculum committee (using Course Action Sheet) for review.
  7. Curriculum Committee reviews course following the regular procedures for new course submissions.
- C. Completion of the Course/Program Action Sheet
- Submit a Course/Program Action Sheet and a Course Proposal to the Curriculum Committee Chair for communication to the faculty. Experimental courses are not formally reviewed by the committee until submitted as a permanent course.

### **Program Proposals**

Proposals to add, drop, or significantly change a program are initiated by completing the following process, in the format described:

- I. Procedures for New Program Proposals and Proposals to Significantly Change the Intent of Existing Programs.
- A. Completion (electronically) of items 1-12 on the Course/ Program Action Sheet
- B. Completion of a Program Proposal (also submitted electronically). The proposal should include the following:
- Program title – or description of the significant change(s)
  - Rationale for program / change
  - List of all courses to include:
    - Proposed instructors
    - Units

- Description for graduate bulletin and website (100 wd max/course)
- External funding – describe (if applicable)
- Admission criteria if different from existing program
- Exit requirement: brief description
- Other program requirements not included on course list (for example in counseling, students are required to receive 25 hours of personal counseling, and in MFT, extension courses are required.)

C. Other requirements

- a. All new programs and/or substantive changes within the program/department, (such as degree change, or new credential or program area) must be approved by program/dept faculty, curriculum committee, Dean and appropriate university and accrediting bodies where applicable.
- b. Program/dept faculty, curriculum committee and Dean must approve specialization changes. Faculty and Program Director / Chair should confer with appropriate accrediting bodies (if applicable) to insure compliance.