

Undergraduate Curriculum Proposal and Committee Procedures

I. Approval Process

A. For new minors, courses, changes to a major, minor, or existing courses:

- The respective department(s) must approve all proposals and then obtain the approval of the College's dean(s) before submitting proposals to the Undergraduate Curriculum Committee (hereafter UCC).
- The department(s) must submit an electronic copy of the proposal to the UCC Department Chair/School Director at least ten days in advance of scheduled meetings. A hard copy must be provided by the date of the UCC meeting. Any proposal received after that date will be distributed and reviewed by the UCC, but no action will be taken until the next meeting.
- The UCC chair will place all proposals and relevant documentation on its Brightspace site and forward the agenda one week in advance of a scheduled meeting. The following individuals receive the agenda: President, Vice President for Academic Affairs, Vice President for Enrollment Management, UCC members, undergraduate chairpersons, all undergraduate faculty members, and the Director of Library Services. The agenda should include a brief description of each proposal and clearly indicate that 1) all meetings are open, 2) proposals must be submitted ten days in advance of scheduled meetings, 3) full proposals may be seen on Brightspace, and 4) minutes are available through each department Department Chair/School Director.
- The UCC chair will forward approved proposals to the Vice President for Academic Affairs for review. The VPAA will tell the Department Chair/School Director his/her decision to accept or reject the Committee's conclusions.
- The UCC chair will notify the respective department(s) of the decision.

B. For new majors or programs:

- An electronic copy of all proposals must be submitted to the Department Chair/School Director at least ten days in advance of scheduled meetings of the UCC. A hard copy must be provided by the date of the meeting. Late proposals will be distributed, but no action will be taken until the next meeting.
- A proposal for a new major or program will not be voted upon by the UCC until after it has been made available to each faculty member for study and comment.
- The process continues as outlined above, save that once the UCC approves the proposal, it will be forwarded to the VPAA, the President, and the Board of Trustees for approval.

C. Submission Guidelines

- All proposals must be accompanied by the cover sheet containing chair and dean signatures.
- When proposals affect multiple departments, proposal cover sheets must be signed by the Department Chair/School Director of each department affected, as well as the respective dean(s), before submitting the proposal to the UCC.
- All proposals must be accompanied by a rationale justifying the changes, citing data about comparative programs or accrediting body requirements, addressing University goals and mission, specifying target and affected populations, explaining implementation plan, and identifying what, if any, additional resources will be needed to implement the program.

New Courses

- Proposals must be accompanied by a syllabus that identifies specifically how the course serves a university or departmental goal (or both), the student learning outcomes for the course, and the assessment measures designed to measure the degree to which the outcome was achieved.
- Departments may offer new courses two times as provisional 399 "Special Topics" courses before seeking UCC approval, but must submit the course to the UCC before a third offering.

New Minors

- When creating an internal minor, departments should provide a detailed curriculum guide as well as the rationale.
- Interdisciplinary minors (minors requiring courses in more than one discipline) must have the approval of all sponsoring departments and the signatures of all relevant deans.

Changes to Majors

- Departments should provide the old curriculum guide as well as the new curriculum guide, clearly listing any changes in credit totals, as well as the rationale.
- Dual majors (requiring courses in more than one discipline) must be co-sponsored by the relevant departments and have the approval signatures of all relevant deans.

New Programs/Majors/Schools

New programs must also be presented to the Administration and then the Board of Trustees before they are approved. A complete, compelling rationale should be presented including revenue and expenses.

- Provide a summary description of the proposed program (one or two sentence introduction).
- Describe the proposed program including:
 - All courses required, including sequencing of courses
 - New courses for this program including brief course description
 - Relationship to the mission and goals of the University and of the respective college
 - Credits required for the program
 - Relationship to other Marywood programs housed in other colleges.
- State justification / rationale for program:
 - Explain why there is a need for courses(s) or program
 - Describe the target population
 - Explain why this program is appropriate and a worthwhile investment for Marywood
 - at this time
 - in relation to other programs and/or accrediting agencies
 - in relation to student demand
 - in terms of positive employment projections
- Identify the costs / revenues:
 - New personnel/demands on present personnel that will need compensation by proposed program (enumeration of expected salaries, need for more sections of Core classes, etc.)
 - Facilities, equipment, library resources, computer resources, technical or service support
 - Potential student population (include market survey data)
 - Start-up costs: advertising, recruitment materials, supplies, accreditation costs, etc.
(Institutional Research will assist in developing costs / revenues figures if provided basic information about projected student composition and enrollment for this program.)
- Attach ProFormas. Information regarding pro formas may be obtained from the Senior Director of Fiscal Operations, Budgets, and Grants.
- List those consulted and provide a summary of each consultation.

Terminating a Program/Minor

Departments proposing to terminate a program or minor must include a phase-out plan. All proposals to terminate a program or minor are subject to approval by the VPAA.

III. Miscellaneous

Voting

All Committee members vote on proposals that are formally discussed. Proposals pass with a simple majority. In the event of a Committee member's absence, that unit's elected alternate should attend the meeting and vote.

Attendance

Following two consecutive absences, a Committee member will be contacted by the Department Chair/School Director to determine if s/he intends to continue serving on the Committee. If the response is negative, the Department Chair/School Director will ask the alternate to serve out the term.

Minutes

The following individuals receive copies of the minutes of the Committee: President, Vice President for Academic Affairs, Committee members, undergraduate Department Chairs/School Directors, Registrar, Director of Library Services, and University Archivist.

Budget

All costs for duplication, etc. are charged to the Office of the Vice President for Academic Affairs. Secretarial support for the Committee is also provided by this Office.