

Proposal and Committee Procedures

Undergraduate and Graduate Curriculum Committees

I. APPROVAL PROCESS

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

- The respective department/school(s) must approve all proposals and then obtain the approval of the College's dean(s) and the University Registrar before submitting proposals to the appropriate Curriculum Committee.
- The department(s) must submit an electronic copy of the proposal to the appropriate committee chair at least ten days in advance of scheduled meetings. Any proposal received after that date will be distributed and reviewed by the committee, but no action will be taken until the next meeting.
- The committee chair will share the agenda as well as all proposals and relevant documentation with the committee members one week in advance of a scheduled meeting. 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 accessed through the shared folder, and 4) minutes are available through the committee chair.
- The committee chair will forward approved proposals to the Office of Academic Affairs for review. The Chief Academic Officer will tell the committee chair his/her decision to accept or reject the committee's conclusions.
- The committee chair will notify the respective department/school(s) of the decision and the Office of Academic Affairs will disseminate the fully-executed proposals.

B. For new majors or programs:

- An electronic copy of all proposals must be submitted to the committee chair at least ten days in advance of scheduled meetings of the committee. 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 committee 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 committee approves the proposal, it will be forwarded to the Office of Academic Affairs and the Board of Trustees for approval. The Office of Academic Affairs will disseminate the fully-executed proposals.

II. SUBMISSION GUIDELINES

- All proposals must be accompanied by the cover sheet containing Department Chair/School Director, Dean, and Registrar signatures.
- When proposals affect multiple departments/schools, proposal cover sheets must be signed by the Department Chair/School Director of each department affected, as well as the respective dean(s) and the University Registrar, before submitting the proposal to the committee chair.
- 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 are required.

A. 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.
- For Undergraduate Courses: Departments/schools may offer new courses two times as provisional 399 (or other appropriate number as determined by the University Registrar) "Special Topics" courses before seeking committee approval, but must submit the course to the committee before a third offering.

B. New Minors (undergraduate)

- 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/schools and the signatures of all relevant deans as well as the University Registrar.

C. Changes to Majors

- Departments/schools 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/schools

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and have the approval signatures of all relevant deans and the University Registrar.

D. New Programs/Majors

- 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.
 - a. Provide a summary description of the proposed program (one or two sentence introduction).
 - b. Describe the proposed program including:
 - 1. All courses required, including sequencing of courses
 - 2. New courses for this program including brief course description
 - 3. Relationship to the mission and goals of the University and of the respective college
 - 4. Credits required for the program
 - 5. Relationship to other Marywood programs housed in other colleges.
 - c. State justification / rationale for program:
 - 1. Explain why there is a need for courses(s) or program
 - 2. Describe the target population
 - 3. 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
 - d. Identify the costs / revenues:
 - 1. 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.)
 - 2. Facilities, equipment, library resources, computer resources, technical or service support
 - 3. Potential student population (include market survey data)
 - 4. 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.)
 - e. Attach Pro Formas. Information regarding pro formas may be obtained from the Fiscal Services Office.
 - f. List those consulted and provide a summary of each consultation.

Terminating a Program/Minor

Departments/schools 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 Chief Academic Officer.

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 committee chair to determine if s/he intends to continue serving on the committee. If the response is negative, the committee chair will ask the alternate to serve out the term.

Minutes

Meeting minutes shall be submitted to the Office of the Secretary and General Counsel along with the Annual Report at the conclusion of the academic year.