

## Curriculum Review Processes at MGSA

Individual faculty members are responsible for:

- Creation of syllabi, including clear learning goals that are consistent with program learning goals
- Suggestions for changes to existing programs, including program requirements and course topics
- Researching similar/competing courses or programs in other schools before proceeding with the curriculum review process
- Concepts for new program ideas (e.g., specializations, tracks, minors, certificates, majors)
- Working with colleagues and with departmental leadership on their syllabi and programs
- Coordinating with colleagues teaching different sections of the same course to ensure consistency in learning goals, workload, and grading practices
- Coordinating with colleagues teaching related courses to prevent redundancies and competition

### *Processes*

- Faculty submit their curriculum proposals and recommendations to program/departmental curriculum committees

Program directors and department chairs are responsible for:

- Working with faculty to outline topics for new courses, changes to existing courses, deletions of old courses, coordinating the assessment of programs and courses, changes to program requirements, development of new programs
- Responsible for shepherding curricular changes to their programs through the curriculum review process
- Responsible for coordinating with other chairs in MGSA and researching similar/competing courses or programs in other schools before proceeding with the curriculum review process

Program Curriculum Committees and departments are responsible for:

- Considering the overall curricula of programs in their department, including overall learning goals and the student experience, and making recommendations to colleagues and to departmental leadership as appropriate
- Review of proposed new courses and revisions to existing courses using the syllabus review checklist and syllabus template
- Evaluating proposals regarding program requirements and new program options
- Working with departmental leadership and the Associate Dean for Academic Affairs to assure the integrity of learning outcomes, assessment, and curriculum mapping

### *Processes*

- Once course proposals and changes have been voted on by the Curriculum Committee and the department/program faculty, the departmental Curriculum Committee chair forwards a course proposal form, a syllabus, and, when appropriate, a document regarding the handling of potential conflicts, to the Associate Dean for Academic Affairs, who shares these materials with the Mason Gross Curriculum Committee.
- Once approved by the Mason Gross Curriculum Committee, new course proposals and changes are forwarded to the Undergraduate Education Council (UEC) for final approval.

The Mason Gross Curriculum Committee and Associate Dean for Academic Affairs are responsible for:

- Advising the dean on substantive matters concerning the educational programs of Mason Gross
- Overseeing the school's curricular processes and fostering pedagogical collaboration as appropriate
- Working with the school administration to report to the university on the establishment and assessment of educational goals by the school's academic units
- Guiding strategic new curricular development, especially new programs that involve multiple units in the school
- Providing consultation to faculty and Curriculum Committees as they consider new courses, revising existing courses, and developing new programs
- Meeting with faculty and Curriculum Committees individually and in groups
- Reviewing curriculum items that have been approved at the department or program level

#### *Processes*

- Once proposals for new courses, substantive changes to existing courses, or new programs have been approved by the Mason Gross Curriculum Committee, those are sent by the Associate Dean for Academic Affairs to the UEC for university-level approval. Once university-level approval is confirmed, the Dean's Office will make the new course offering available on the Master Course List.
- Items that will be forwarded to the full faculty for informational purposes but not approval include:
  - Deletion of old courses
  - Changes in course numbers and titles that do not involve substantive changes to the scope, topics, and learning goals of a course

Mason Gross full-time faculty are responsible for:

- Review and approval of all new courses and programs that have been approved by Chairs, Directors, and Deans
- Review and approval of all recommended curricular changes that cut across existing programs approved by Chairs, Directors, and Deans.
- Reviewing, discussing, and proposing actions on new MGSA-wide curriculum development
- Participating in the assessment of course- and program-level learning goals as requested by departmental leadership, the Curriculum Committees, and the Associate Dean for Academic Affairs.

If you want to do this	You need these levels of approval
<p>Add a new course or a new specialization/track/certificate/minor</p>	<p>Six levels of consultation/review:</p> <ul style="list-style-type: none"> <li>• Program faculty, if applicable</li> <li>• Dept. Chair &amp; Director</li> <li>• Dept. Curriculum Committee</li> <li>• Dept. faculty</li> <li>• Mason Gross Curriculum Committee</li> <li>• Undergraduate Education Council (UEC)</li> </ul>
<p>Change the scope and/or learning goals of an existing class</p>	<p>Six levels of consultation/ review:</p> <ul style="list-style-type: none"> <li>• Program faculty, if applicable</li> <li>• Dept. Chair &amp; Director</li> <li>• Dept. Curriculum Committee</li> <li>• Dept. faculty</li> <li>• Mason Gross Curriculum Committee</li> <li>• Undergraduate Education Council (UEC)</li> </ul>
<p>Change a course number and/or course name, without changing the substance of the course</p>	<p>Instructor, program director, or chair can work with the dean's office to enact these changes</p>
<p>Add or delete "placeholder" course numbers such as internship or field experience course numbers, independent study course numbers, special topics course numbers</p>	<p>Program director or chair can work with the dean's office to enact these changes</p>