



## Curriculum Review Processes at MGSA

### Review Process Responsibilities by Role

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)
- Drafting letters of intent (LOI) for the Office of the Senior Vice Provost for Academic and Faculty Affairs in consultation with their department chair/director at the outset of the program development process
- 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 LOIs for new programs to the Associate Dean for Academic Affairs, who will forward it to the Office of the Senior Vice Provost for Academic and Faculty Affairs. (There is a two-week review period.)
- Faculty submit their curriculum proposals and recommendations to program/departmental curriculum committees. For interdisciplinary/interdepartmental courses/programs, faculty submit their proposals and recommendations to the Executive Committee (process outlined below).
- Full-time faculty members or PTLs seeking to create interdisciplinary/interdepartmental courses/programs follow the process below ("Procedure for Proposing Interdisciplinary/Interdepartmental Courses")

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, drafting LOIs for new programs
- For interdisciplinary/interdepartmental courses/programs, considering proposals from full-time faculty members or PTLs and, if appropriate, writing a letter of endorsement to be presented to the Executive Committee (process outlined below: ("Procedure for Proposing Interdisciplinary/Interdepartmental Courses")
- 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.

The MGSA Executive Committee is responsible for:

- Review and approval of all new interdisciplinary/interdepartmental courses (curriculum code 07:557 or 08:557) and programs



### Procedure for Dropping a Course, Certificate, Minor, or Degree

To drop or “sunset” aspects of the curriculum, the normal curriculum process must be observed, beginning with the Department-level Curriculum Committee and moving to the MGSA and then Campus-wide committees.

To “sunset” or end offering a certificate, minor or degree:

- Submit the existing degree, minor, or certificate document listing the degree requirements and identify, using on-document highlights, which classes on the degree plan will no longer be taught.
- Submit a short justification for the decision to “sunset” the certificate, minor, or degree.
- Submit completed MCL forms for **each** course that will be dropped and no longer taught. *Note: do not submit MCL forms for courses that are still being taught as part of other programs.*

To delete old courses that are no longer taught:

- Submit a completed MCL form for each course that will be dropped and no longer taught. *Note: be sure to check that this course is not needed in any existing major.*

### Procedure for Proposing Interdisciplinary/Interdepartmental Courses (curriculum code 07:557 or 08:557)

To propose a new Interdisciplinary/Interdepartmental course:

- A full-time faculty member or PTL should submit the following to **the MGSA Executive Committee**, which includes both the chairs/directors and faculty representatives:
  - a letter of endorsement from a department chair/director
  - a CV that includes a record or explanation of interdisciplinary thought or practice
  - a brief course description showing evidence that the proposing faculty member has consulted broadly with faculty in related departments, as well as learning goals for the course
  - a brief explanation of where the course fits into the larger program, if applicable
- If the Executive Committee approves, the dean’s office will share the documents listed above with the **entire full-time faculty**, requesting feedback with a two-week timeframe. If a major objection arises, the Executive Committee can reconsider the proposal on that basis.
- Otherwise, the full-time faculty member or PTL proposing the course will move forward with the complete course proposal, which will be submitted to the **MGSA Curriculum Committee**.

To propose a new interdisciplinary/interdepartmental program (e.g., minors, certificates)

- Advance coordination with the MGSA Dean’s Office is required
- Following university-level approval, programs can through the same approval process as the one for interdisciplinary/interdepartmental courses described above.



If you want to do this	You need these levels of approval
Add or delete a new course or a new specialization/track/certificate/minor	<p>Six or seven levels of consultation/ review:</p> <ul style="list-style-type: none"> <li>• Program faculty, if applicable</li> <li>• Dept. Chair/Director</li> <li>• Letter of intent (LOI) written to the Senior Vice Provost (<i>new programs or major program updates only</i>)</li> <li>• Dept. Curriculum Committee</li> <li>• Dept. faculty</li> <li>• Mason Gross Curriculum Committee</li> <li>• Undergraduate Education Council (UEC) or Graduate-level approving body</li> </ul>
Add a new interdisciplinary/interdepartmental course (curriculum code 07:557 or 08:557) or program	<p>Five or six levels of consultation/review:</p> <ul style="list-style-type: none"> <li>• Coordinate in advance with the MGSA Dean's Office to ensure compliance with university requirements. (<i>new programs only</i>)</li> <li>• Department Chair/Director</li> <li>• Executive Committee</li> <li>• All MGSA full-time faculty</li> <li>• Mason Gross Curriculum Committee</li> <li>• Undergraduate Education Council (UEC) or Graduate-level approving body</li> </ul>
Change the scope and/or learning goals of an existing class	<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) or Graduate-level approving body</li> </ul>
Change a course number and/or course name, without changing the substance of the course	Instructor, program director, or chair can work with the dean's office to enact these changes
Add or delete "placeholder" course numbers such as internship or field experience course numbers, independent study course numbers, special topics course numbers	Program director or chair can work with the dean's office to enact these changes