

## Faculty Senate Curriculum Review Guidelines

- I. Purpose of the Faculty Senate Curriculum Review Committee
- The role of this group is to review course, curriculum, and degree program proposals. In doing so, the committee will evaluate two principal elements of each proposal: 1) the consistency between the proposal and the mission of the unit/school/college and 2) the extent to which the proposal reflects the academic content expected at a four-year comprehensive college. After reviewing a proposal – and potentially consulting the proposer about revisions – the committee makes a recommendation to approve or deny the proposal to the Office of the Provost and/or the Faculty Senate. For additional information, refer to the review criteria defined in Section VI of this document.
  - *Note: This document only provides information regarding the college-wide curriculum review process. Please refer to your dean for information about the school-wide curriculum review process. The Faculty Senate Curriculum Committee will not consider proposals until they have been approved at the school-wide level.*
- II. Types of proposals
- Generally, the Faculty Senate Curriculum Committee reviews four types of proposals: 1) Course proposals that do not affect the core curriculum; 2) core curriculum proposals 3) minor curricular changes and 4) substantive curricular changes, new degrees, and degree program deletions. Faculty submitting proposals should refer to Section VII of this document for information on the approval process regarding each type of submission. Additional detail regarding the nature of each proposal is described in Section VI. Questions regarding proposals or the review process should be directed to the Faculty Senate Curriculum Committee chair.
  - All four types of proposals described above must be submitted to the Faculty Senate Curriculum Committee for review. Additionally, substantive curricular changes, new degrees, and degree program deletions must be submitted to the full Faculty Senate after being reviewed by the Faculty Senate Curriculum Committee. Ultimately, these proposals also require approval by the Board of Regents and the Academic Affairs Council. Course proposals, minor curricular changes, and core curriculum proposals require only Faculty Senate Curriculum Committee approval and do not need to be submitted to the full senate. However, curriculum committee recommendations regarding these proposals will be presented to the Faculty Senate during monthly committee reports and will be posted on the Faculty Senate website. The different proposals and the forms required for each are listed in the table below.

<i>Type of Proposal</i>	<i>Required Approval Form</i>
1. Course proposal (not core curriculum)	1. Course Approval Form
2. Core curriculum proposal	2. Core Curriculum Approval Form
3. Minor curricular change	3. Degree Approval Form & Course Approval Form (if one or more new NSC courses are involved in the degree proposal)
4. Substantive curricular change, new degrees, and degree program deletions	4. Degree Approval Form & Course Approval Form (if one or more new NSC courses are involved in the degree proposal)

### III. Approval Procedure

- Official approval forms can be procured from the chair of the curriculum committee or from the Curriculum Committee folder on the X drive or in the NSC portal.<sup>1</sup> Faculty who wish to submit a proposal should refer to Section VII of this document for more detailed information regarding the approval process for each type of proposal. Questions about the approval process should be directed to the Faculty Senate Curriculum Committee chair<sup>2</sup>. Proposers should try to account for the amount of time required by the approval process (see Section IV below) for each type of proposal when preparing their submissions. Note: *The review process cannot be expedited merely because a proposer missed a deadline.*

### IV. Timeline Information

- All proposals should be submitted to the Faculty Senate Curriculum Committee chair by the end of the day on the first day of each month. The Curriculum Committee Chair is responsible for scheduling the monthly meeting to review proposals and will inform proposers of the date and time of the meeting at which their proposal will be discussed. Proposers are welcome to attend these monthly meetings and may be encouraged to attend if the committee believes it will facilitate the review process.
- Curriculum Committee approval decisions and/or feedback will be provided to proposers by the 21<sup>st</sup> day of each month (or the nearest business day, where necessary). After course proposals have been reviewed by the Faculty Senate Curriculum Committee, the Committee chair will assist the proposer in submitting the proposal to the NSHE System Office for Common Course Numbering (CCN) approval using the [CCN](#) form in the Curriculum Committee folder on the X drive (note: this process can be slow, especially if any of the other schools have questions about the proposal). Proposals that require full Faculty Senate approval will be submitted by the Faculty Senate Curriculum Committee chair for review as an *information item* at the next monthly senate meeting. These proposals will then be considered as a *voting item* at the following Faculty Senate meeting. The Faculty Senate Curriculum Committee chair will forward proposals to the Office of the Provost with the Senate's recommendation to either recommend or deny the proposal. If the proposal is approved by the Provost (and the Board of Regents, where necessary), the proposal will be sent to the Registrar's office for inclusion in the College Catalog by the Faculty Senate Curriculum Committee chair.
- The tables on the following page illustrate tentative timelines for 1) substantive curricular changes, degree additions, and degree program deletions and 2) minor curricular changes, course proposals, and core curriculum proposals.

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<sup>1</sup>

<sup>2</sup> For 2013-2014, the Faculty Senate Curriculum Committee Chair is Roberta Kaufman; [roberta.kaufman@nsc.edu](mailto:roberta.kaufman@nsc.edu), 992-2523

*Substantive Curricular Changes, Degree Additions, & Degree Program Deletions*

Submitted to Faculty Senate Curriculum Committee Chair	Faculty Senate Curriculum Committee meeting	Feedback/ Decision rendered by Senate Curriculum Committee	Reviewed by Faculty Senate as information item	Reviewed by Faculty Senate as voting item & recommendation sent to Provost's office	Reviewed by BOR & AAC ( <i>dates are tentative</i> )
Tues, Oct 1	Thurs, Oct 11th	By Mon, Oct. 22	Mon, Nov. 4	Mon, Dec. 2	Feb. 2014
Fri, Nov. 1	Thurs, Nov 15	By Wed, Nov. 21	Mon, Dec. 2	Mon, Feb. 3, 2014	June 2014
Sun, Dec. 1	Thurs, Dec 13	By Fri, Dec. 21	Mon, Feb. 3, 2014	Mon, Mar. 3, 2014	June 2014

*Minor Curricular Changes, Course Proposals, & Core Curriculum Proposals*

Submitted to Faculty Senate Curriculum Committee Chair	Faculty Senate Curriculum Committee meeting	Feedback/ Decision rendered by Senate Curriculum Committee; Minor Curricular Change and Core Curriculum Proposal recommendations sent to Provost's office
Tues, Oct 1	Thurs, Oct 11	Thurs, Oct 11
Fri, Nov. 1	Thurs, Nov 15	Thurs, Nov 15
Sun, Dec. 1	Fri, Dec. 21	By Fri, Dec. 21
Sat, Feb. 1	TBA	TBA
Sat, Mar. 1	TBA	TBA

V. Materials

- Electronic copies of this document, the approval forms, and supplementary information, are accessible to all faculty at the following X drive location: X:\Committee Folders\Faculty Senate\Committees\Curriculum Review Committee\ - Shared Files -

VI. Evaluation Criteria

- In general terms, the Faculty Senate Curriculum Committee examines two central elements of each submission 1) the degree of agreement between the proposal and the mission of the unit/school/college and 2) the extent to which the proposal reflects the academic content expected at a four-year comprehensive college.
- To assess the first element, the committee will rely largely on the judgment of the dean and departmental chair (where applicable) who oversee(s) the degree program affected by the proposal. However, the committee also will use its best judgment to evaluate whether the stated purpose of the proposal matches the mission of the unit/school/college.
- To examine the second element, the committee will adhere to the following guidelines:
  - 1) If the course/degree is not offered in NSHE, the proposer should demonstrate that a like-minded course/degree is offered at a comparable 4-year, comprehensive college or university.

- 2) The content of the course should match the stated course title and description (i.e., the assignments and text(s) should be consistent with the stated purpose of the course).
  - 3) The academic content of the course should be commensurate with the course level. To examine academic content, the committee will review the course assignments and the general nature of the course text(s). To cultivate a relatively objective assessment of this content, the seven Curriculum Committee members will independently evaluate each course. The assessment will be based on the majority opinion of the committee (e.g., if four or more of the seven committee members agree believe the academic content of the course is appropriate, that judgment will be accepted).
- It is important to note that the chair of the Faculty Senate Curriculum Committee will work closely with the proposer to resolve problems or address the concerns of the curriculum committee. However, if the issue cannot be resolved, the proposal will be moved along to the next step in the curriculum process (the provost's office for minor curricular changes and core curriculum proposals, and Faculty Senate for substantive curricular changes, new degrees, and degree program deletions) with a recommendation to deny the proposal. If the proposal is ultimately approved by the Provost it will be adopted into the college catalog, regardless of whether it was recommended for approval or denial at previous stages of the process. However, because the review procedure for course proposals ends with the Faculty Senate Curriculum Committee, course proposals that are denied by the curriculum committee will not be added to the College Catalog.
  - The following page lists selected examples of course proposals that might be returned to the proposer for reconsideration by the Faculty Senate Curriculum Committee on the grounds of inappropriate academic content. Note that "inappropriate content" encompasses courses that lack key elements (e.g., an absence of readings in a 400-level English course), but also includes courses that surpass the degree of rigor expected at a particular course level (e.g., a 100-level course that requires 400-level coursework; any undergraduate course that more closely resembles a graduate-level offering). Though these examples refer specifically to individual courses, similar principles apply to degree proposals. For example, a proposal for a purely online degree in Counseling would raise concerns because the field demands a certain degree of interpersonal skills in face-to-face contact.

**Examples of course content that may be inconsistent with guidelines 1-3 of the evaluation criteria**

Proposal	Key Proposal Elements	Reasons why course may be returned to the proposer for reconsideration
ENG 436: <i>Moby Dick and other Profoundly Tedious Masterpieces</i>	Principle assignments consist of: 1) One 4-6 page paper 2) Two brief quizzes Readings consist of: 1) A 100-page selection from <i>Moby Dick</i> (a book that typically exceeds 500 pages) and a 50-page selection from <i>The Brothers Karamazov</i> 2) To supplement the abridged readings, students will watch the 1956 film starring Gregory Peck.	First, the number and nature of the assignments is more consistent with a 100-level composition course than a 400-level English class. In fact, ENG 102 courses at NSC typically demand <i>more</i> of students. Second, the readings are insufficient for a 400-level class, and watching a film cannot substitute for readings of the primary text. The Curriculum Committee concludes that the proposer should improve the course assignments and readings.
COU 422: <i>Schizophrenia – Theory and Clinical Treatment</i>	Course proposes to demonstrate how clinicians manage the logistics and paperwork associated with the treatment of schizophrenia.	Contrary to the course title, the course description and assignments do not address “theory” on any level. The Curriculum Committee concludes that if the course title and CCN description involve theory, the course should incorporate it.
BUS 482: Advanced Financial Reporting & Control	Course proposes to deliver (implicitly or explicitly) the knowledge and skills associated with an MBA program.	The Curriculum Committee concludes that graduate level work is not appropriate for an undergraduate class.
HIST 356: The Antecedents and Consequences of the “British Invasion”	Course proposes to use greatest hits compilations from <i>The Beatles</i> and the <i>Rolling Stones</i> as the principal reading materials. The only other course readings are five articles from <i>Rolling Stone</i> magazine.	The Curriculum Committee concludes that the course readings are not commensurate with the course level. In an upper division course of this nature, students are expected to read bona fide academic work.

VII. Detailed information on *Proposals Types* and related *Procedures*

- The following pages provide detailed information on the types of curriculum proposals and the procedure required for each. All questions should be directed to the chair of the Faculty Senate Curriculum Committee.

## Types of Proposals

The section below describes the types of proposals that must be submitted to the Faculty Senate Curriculum Committee for review<sup>3</sup>. In all instances, if you remain uncertain about how to categorize your proposal – or about any other aspect of the curriculum review process – you should contact the chair of the Faculty Senate Curriculum Committee for clarification.

### 1) Course Proposal

- A course proposal is the addition of a new course or the revision/deletion of an existing course that does not affect the core curriculum. Revisions to an existing course (e.g., the modification of teaching/learning techniques or assignments) do not need to be submitted to the Faculty Senate Curriculum Committee *unless* they constitute a greater than 20% change to the content and learning outcomes of the course. Also, revisions that alter the prerequisites for a course do not require approval by the Faculty Senate Curriculum Committee.
- *Note: Course proposals that involve the “Major Requirements” of a degree program (as indicated in the College Catalog) also must be accompanied by a completed Degree Approval Form.*

### 2) Core Curriculum Proposal

- A core curriculum proposal is any change that involves the college core curriculum. This includes the addition of a new course (or courses) to the curriculum, the deletion of an existing course (or courses), or a structural change to the curriculum itself (e.g., the addition or deletion of a new core domain; revisions to the pre-requisites of a core curriculum course). Changes to an existing core curriculum course (e.g., the modification of teaching/learning techniques or assignments) do not need to be submitted to the Faculty Senate Curriculum Committee *unless* they constitute a greater than 20% revision to the content and learning outcomes of the course.
- *Note: Given that core curriculum changes necessarily affect the entire college, proposers who wish to submit a core curriculum proposal must take special care to consult affected parties. For example, a proposal to remove a course from the Social Sciences Core must be presented to the Education and Nursing school curriculum chairs to determine whether the change would impact the degree progress or learning experience of students in their programs. Items D and G on the Course and Core Curriculum Approval forms and items G and J on the Degree Approval form have been designed expressly for this purpose. Proposals will not be considered by the Faculty Senate Curriculum Committee until the appropriate college constituents have been consulted.*

### 3) Minor Curricular Change

- A minor curricular change is any action that involves adding, deleting, or substantially revising a course (or courses) in the *Major Requirements* of a degree program. Action involving *elective* courses in a degree program does not constitute a minor curricular change. For example, if a faculty member wanted to add or delete a course from the “Foundations and Principles” section of the B.A. in Psychology (p. 120 of the 2009-10

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<sup>3</sup> Proposal forms can be procured from the Curriculum Committee chair or on the X drive at: X: Committee Folders/Faculty Senate/Curriculum Review Committee

College Catalog), this action would be considered a minor curricular change. However, if a faculty member merely wanted to introduce a new psychology elective (e.g., Sports Psychology), this action would be considered a course proposal rather than a minor curricular change. New or revised Degree *Concentrations* and changes to existing Degree Minors also would be considered minor curricular changes.

- *Note: If a minor curricular change involves the addition of a course (or courses) that does not currently exist in the NSC catalog, proposers must submit a course proposal form (or forms) along with the degree proposal form. In this instance, the proposer would need to submit a degree program proposal form describing the change to the degree and a course proposal form describing the course itself.*

#### 4) Substantive Curricular Change

- A *substantive* curricular change is a major revision to an existing degree program. Included in this category are:
  - A change to the major degree objectives or the title of the degree. For example, if the basic nature of a degree is reconstituted from a theory-oriented program to an applied program, this would be considered a substantive curricular change. Likewise, a meaningful change to the learning outcomes or mission statement associated with a degree would constitute a substantive curricular change.
  - A change to the dominant mode of delivery for a degree. For example, if the majority of courses in a degree program were switched from an in-person mode of delivery to an online mode of delivery, this would be considered a substantive curricular change.
  - A change to more than 1/3 of the course credits in the *Major Requirements* of a degree program. For example, the Major Requirements of the B.A. in psychology consist of 46 credits. Any changes to 16 or more credits in these requirements would constitute a substantive curricular change. The removal of courses counts the same as course additions, so an action that adds four 3-credit courses and removes two 3-credit courses – for a total of 18 credits – would be considered a substantive curricular change.
- As with minor curricular changes, a substantive curricular change must be accompanied by course approval forms if it involves courses that do not exist in the NSC catalog.

#### 5) Degree program additions and deletions

- This type of proposal represents the addition of an entirely new degree program or the complete deletion of an existing degree program. This category includes both full-fledged degrees and minors within a degree. As with other degree proposals, a degree program addition must be accompanied by course approval forms if it involves courses that do not exist in the NSC catalog.

The table below provides information about the required forms and approval steps for each of the proposals listed above.

Type of Proposal	Required Form(s)	Approval Steps (in order)
Course Proposal	<a href="#">Course Proposal Form</a>	School-wide Curriculum Committee → Faculty Senate Curriculum Committee → Common course numbering system <sup>4</sup>
Core Curriculum Proposal	<a href="#">Core Curriculum Proposal Form</a>	School-wide Curriculum Committee → Faculty Senate Curriculum Committee → Office of the Provost → Common course numbering system
Minor Curricular Change	<a href="#">Degree Proposal Form</a> and <a href="#">Course Proposal Form</a>	School-wide Curriculum Committee → Faculty Senate Curriculum Committee → Office of the Provost → Common course numbering system
Substantive Curricular Change & Degree Program Additions/ Deletions	<a href="#">Degree Proposal Form</a> and <a href="#">Course Proposal Form</a> (if new courses are being proposed)	School-wide Curriculum Committee → Faculty Senate Curriculum Committee → Faculty Senate → Office of the Provost → Academic Affairs Council & Board of Regents → Common course numbering system (if new courses are being proposed)

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<sup>4</sup> Common course numbering approval is only required for courses that do not already exist in NSHE. To determine whether a proposed course exists in the system, please refer to the [CCN website](#).



## Procedure for Course Proposals

*All additions, changes, and deletions of non-core curriculum courses at Nevada State College must follow the procedure outlined below. Please provide documented proof of approval by obtaining signatures on the official Course Approval form in the order indicated below.*

***Please refer to the Faculty Senate Curriculum Review Guidelines or the list of Frequently Asked Questions (FAQ) on the Faculty Senate website for additional information regarding the NSC curriculum review process.***

- 1) Proposal is approved by the School Curriculum Committee (*note: the signature of the curriculum committee chair will serve as evidence of committee approval*).
  - Consult your dean or the chair of School Curriculum Committee for more information regarding school-wide approval.
- 2) Proposal is approved by the Faculty Senate Curriculum Committee.
  - After receiving approval at the school level, proposers should complete the official Course Approval form and submit it to the Faculty Senate Curriculum Committee chair. This form should be submitted electronically as a pdf file and must include the signature of the School Curriculum Committee chair.
- 3) If the proposal is approved by the Faculty Senate Curriculum Committee, it will be moved along to Step 4 (Common Course Numbering approval). *If the proposal is not recommended for approval, the chair of the committee will work with the proposer(s) to develop a revised proposal. To be added to the College Catalog, the proposal must be approved by the Faculty Senate Curriculum Committee.*
- 4) Proposal receives [Common Course Numbering \(CCN\)](#) approval.
  - Only courses that do not already exist in the Nevada State Higher Education system require Common Course Numbering approval. To determine whether a proposed course exists in the system, please refer to the [CCN website](#).
  - The Curriculum Committee Chair will assist the proposer in completing the CCN approval process.
- 5) Curriculum Review Committee Chair provides update at following Faculty Senate meeting.

*Note: Course proposals must be received by the Faculty Senate Curriculum Committee by Feb. 1 to be added to the course catalog for the impending academic year.*

### Required Form

*Note: Forms can be retrieved from the chair of the Faculty Senate Curriculum Committee or from the X drive at: X:\Committee Folders\Faculty Senate\Committees\Curriculum Review Committee\Shared Files -*

1. [Course Approval Form](#)

## Procedure for Minor Curricular Changes

*All minor curricular changes at Nevada State College must follow the procedure outlined below. Please provide documented proof of approval by obtaining signatures on the official Degree Approval form in the order indicated below.*

***Please refer to the Faculty Senate Curriculum Review Guidelines or the list of Frequently Asked Questions (FAQ) on the Faculty Senate website for additional information regarding the NSC curriculum review process.***

- 1) Proposal is approved by the School Curriculum Committee (*note: the signature of the curriculum committee chair will serve as evidence of committee approval*).
  - Consult your dean or the chair of School Curriculum Committee for more information regarding school-wide approval.
- 2) Proposal is reviewed by the Faculty Senate Curriculum Committee.
  - After receiving approval at the school level, proposers should complete the official Degree Approval form and submit it to the Faculty Senate Curriculum Committee chair. This form should be submitted electronically as a pdf file and must include the signature of the School Curriculum Committee chair. Proposers also will need to submit signed, completed Course Approval forms for any courses involved in the degree proposal that are new to NSC.
- 3) Proposal is approved by the Office of the Provost.
  - The chair of the Faculty Senate Curriculum Committee will forward proposals to the provost's office after they have been reviewed by the committee.
- 4) Courses involved in the curricular change that are new to the NSC College Catalog receive [Common Course Numbering \(CCN\) approval](#).
  - Only courses that do not already exist in the Nevada State Higher Education system require Common Course Numbering approval. To determine whether a proposed course exists in the system, please refer to the [CCN website](#).
  - The Curriculum Committee Chair will assist the proposer in completing the CCN approval process.
- 5) Curriculum Review Committee Chair provides update at following Faculty Senate meeting.

*Note: Minor curricular changes must be received by the Faculty Senate Curriculum Committee by Feb. 1 to be added to the course catalog for the impending academic year.*

### Required Forms

*Note: Forms can be retrieved from the chair of the Faculty Senate Curriculum Committee or from the X drive at: X:\Committee Folders\Faculty Senate\Committees\Curriculum Review Committee\Shared Files -*

1. [Degree Approval Form](#) (needed to describe the changes to the degree)
2. [Course Approval Form](#) (needed to describe new NSC courses that may be associated with the degree proposal)

## Procedure for Core Curriculum Proposals

*All core curriculum proposals at Nevada State College must follow the procedure outlined below. Please provide documented proof of approval by obtaining signatures on the official Core Curriculum Approval form in the order indicated below.*

***Please refer to the Faculty Senate Curriculum Review Guidelines or the list of Frequently Asked Questions (FAQ) on the Faculty Senate website for additional information regarding the NSC curriculum review process.***

- 1) Proposal is approved by the School Curriculum Committee (*note: the signature of the curriculum committee chair will serve as evidence of committee approval*).
  - Consult your dean or the chair of School Curriculum Committee for more information regarding school-wide approval.
- 2) Proposal is reviewed by the Faculty Senate Curriculum Committee.
  - After receiving approval at the school level, proposers should complete the official Course Approval form and submit it to the Faculty Senate Curriculum Committee chair. This form should be submitted electronically as a pdf file and must include the signature of the School Curriculum Committee chair.
- 3) Proposal is approved by the Office of the Provost.
  - The chair of the Faculty Senate Curriculum Committee will forward proposals to the provost's office after they have been reviewed by the committee.
- 4) Proposal receives [Common Course Numbering \(CCN\) approval](#).
  - Only courses that do not already exist in the Nevada State Higher Education system require Common Course Numbering approval. To determine whether a proposed course exists in the system, please refer to the [CCN website](#).
  - The Curriculum Committee Chair will assist the proposer in completing the CCN approval process.
- 5) Curriculum Review Committee Chair provides update at following Faculty Senate meeting.

*Note: Core curriculum proposals must be received by the Faculty Senate Curriculum Committee by Feb. 1 to be added to the course catalog for the impending academic year.*

### Required Form

*Note: Forms can be retrieved from the chair of the Faculty Senate Curriculum Committee or from the X drive at X:\Committee Folders\Faculty Senate\Committees\Curriculum Review Committee\Shared Files -*

1. [Core Curriculum Approval Form](#)

## Procedure for Substantive Curricular Changes, New Degrees, & Degree Program Deletions

*All substantive curricular changes, new degrees, and degree program deletions at Nevada State College must follow the procedure outlined below. Please provide documented proof of approval by obtaining signatures on the official Degree Approval form in the order indicated below.*

***Please refer to the Faculty Senate Curriculum Review Guidelines or the list of Frequently Asked Questions (FAQ) on the Faculty Senate website for additional information regarding the NSC curriculum review process.***

- 1) Proposal is approved by the School Curriculum Committee (*note: the signature of the curriculum committee chair will serve as evidence of committee approval*).
  - Consult your dean or the chair of School Curriculum Committee for more information regarding school-wide approval.
- 2) Proposal is reviewed by the Faculty Senate Curriculum Committee.
  - After receiving approval at the school level, proposers should complete the official Degree Approval form and submit it to the Faculty Senate Curriculum Committee chair. This form should be submitted electronically as a pdf file and must include the signature of the School Curriculum Committee chair. Proposers also will need to submit signed, completed Course Approval forms for any courses involved in the degree proposal that are new to NSC.
- 3) Proposal is reviewed by Faculty Senate (*note: the signature of the Faculty Senate Chair will serve as evidence of approval by the entire senate*).
  - Proposals must be submitted to the Senate as an information item during one month and then as a voting item the subsequent month. Thus, a proposal approved by the Faculty Senate Curriculum Committee in October would go to the Faculty Senate as an information item at the November meeting and would be considered by the Senate as a voting item at the December meeting.
- 4) Proposal is approved by the Office of the Provost.
  - The chair of the Faculty Senate Curriculum Committee will forward proposals to the Provost's office after they have been reviewed by the Faculty Senate.
- 5) Courses involved in the degree that are new to NSC receive Common Course Numbering (CCN) approval.
  - Only courses that do not already exist in the Nevada State Higher Education system require Common Course Numbering approval. To determine whether a proposed course exists in the system, please refer to the [CCN website](#).
  - The Curriculum Committee Chair will assist the proposer in completing the CCN approval process.
- 6) Proposal is approved by the Academic Affairs Council (AAC)
- 7) Proposal is approved by the Board of Regents
- 8) Curriculum Review Committee Chair provides update at following Faculty Senate meeting.

*Note: Substantive curricular changes and new/deleted degree programs must receive Faculty Senate approval by the December Faculty Senate meeting to be added to the course catalog for the impending academic year (these proposals will be reviewed at the February Board of Regents meeting).*

## Required Forms

*Note: Forms can be retrieved from the chair of the Faculty Senate Curriculum Committee or at X:\Committee Folders\Faculty Senate\Committees\Curriculum Review Committee\ - Shared Files -*

1. [Degree Approval Form](#)
2. [Course Approval Form](#)

Note: A substantive curricular change is a major revision to an existing degree program. Included in this category are:

- A change to the major degree objectives or the title of the degree. For example, if the basic nature of a degree is reconstituted from a theory-oriented program to an applied program, this would be considered a substantive curricular change. Likewise, a meaningful change to the learning outcomes or mission statement associated with a degree would constitute a substantive curricular change.
- A change to the dominant mode of delivery for a degree. For example, if the majority of courses in a degree program were switched from an in-person mode of delivery to an online mode of delivery, this would be considered a substantive curricular change.
- A change to more than 1/3 of the course credits in the *Major Requirements* of a degree program. For example, the Major Requirements of the B.A. in psychology consist of 46 credits. Any changes to 16 or more credits in these requirements would constitute a substantive curricular change. The removal of courses counts the same as course additions, so an action that adds four 3-credit courses and removes two 3-credit courses – for a total of 18 credits – would be considered a substantive curricular change.

## Frequently Asked Questions

### 1) What is the purpose of the Faculty Senate Curriculum Committee?

- The committee is designed to review changes to curricula at NSC. In doing so, the committee evaluates two principle elements of each curriculum change: 1) the consistency between the proposed change and the mission of the unit/school/college and 2) the extent to which the proposal reflects the academic content expected at a four-year comprehensive college. Any degree program revisions, additions, or deletions need to be submitted to the Faculty Senate Curriculum Committee. Likewise, proposals to add, delete, or substantially revise a course must be reviewed by the committee. Minor modifications to individual courses (e.g., incorporating a new kind of assignment) do not require Curriculum Committee approval.

### 2) Who serves on the Faculty Senate Curriculum Committee?

- The individual members of the committee can vary from year to year, but in general terms the committee is composed of a representative from the registrar's office and two faculty members from each of the three NSC schools. Only the chair of the committee must be a voting member of Faculty Senate.
- To select committee members, the committee chair will consult the dean of the appropriate school and then extend invitations to recommended faculty. Participation on the committee is entirely voluntary.

### 3) I'm planning on proposing a new elective for my degree program. Does it need to be reviewed by the full Faculty Senate?

- The Faculty Senate Curriculum Committee generally considers four types of proposals: 1) Course proposals that do not affect the core curriculum; 2) core curriculum proposals 3) minor curricular changes and 4) substantive curricular changes, new degrees, and degree program deletions. Only the fourth type of proposal (substantive curricular changes, new degrees, and degree program deletions) requires review by the full faculty senate.
- Note: A minor curricular change is any action that involves the addition or deletion of a course (or courses) in the *Major Requirements* of a degree program. A *substantive* curricular change is a major revision to an existing degree program. Included in this category are: 1) A change to the major degree objectives or the title of the degree; 2) a change to the dominant mode of delivery for a degree; 3) a change to more than 1/3 of the course credits in the *Major Requirements* of a degree. For additional information regarding minor and substantive curricular changes, please refer to Section VII of the Faculty Senate Curriculum Review Guidelines.

### 4) I want to have a proposal approved in time for the following year's catalog. When should I submit and to whom?

- All proposals should be submitted to the Faculty Senate Curriculum Committee chair. For the 2013-2014 academic year the chair is Robert Kaufman, and she can be contacted at [Roberta.kaufman@nsc.edu](mailto:Roberta.kaufman@nsc.edu) or 992-2523. Bear in mind that proposals need to be approved by your School Curriculum Committee before being submitted to the Faculty Senate Curriculum Committee. Please consult your Dean or School Curriculum Committee chair for more information about the review process at the school level.

- The 2013-2014 timeline for different types of proposals is shown below. Note that all substantive curricular changes and new/deleted degrees must be approved by the December 2013 Faculty Senate meeting to be eligible for the 2014-2015 college catalog. All degree changes and course proposals must be received by the Faculty Senate Curriculum Committee by February 1, 2014 to be eligible for the 2014-2015 college catalog. While proposals submitted by March 1, 2014, will be considered, they may not be approved in time to make it into the next catalog.

*Substantive Curricular Changes, Degree Additions, & Degree Program Deletions*

Submitted to Faculty Senate Curriculum Committee Chair	Faculty Senate Curriculum Committee meeting	Feedback/ Decision rendered by Senate Curriculum Committee	Reviewed by Faculty Senate as information item	Reviewed by Faculty Senate as voting item & recommendation sent to Provost's office	Reviewed by BOR & AAC (dates are tentative)
Tues, Oct 1	Thurs, Oct 11th	By Mon, Oct. 22	Mon, Nov. 4	Mon, Dec. 2	Feb. 2014
Fri, Nov. 1	Thurs, Nov 15	By Wed, Nov. 21	Mon, Dec. 2	Mon, Feb. 3, 2014	June 2014
Sun, Dec. 1	Thurs, Dec 13	By Fri, Dec. 21	Mon, Feb. 3, 2014	Mon, Mar. 3, 2014	June 2014

*Minor Curricular Changes, Course Proposals, & Core Curriculum Proposals*

Submitted to Faculty Senate Curriculum Committee Chair	Faculty Senate Curriculum Committee meeting	Feedback/ Decision rendered by Senate Curriculum Committee; Minor Curricular Change and Core Curriculum Proposal recommendations sent to Provost's office
Tues, Oct 1	Thurs, Oct 11	Thurs, Oct 11
Fri, Nov. 1	Thurs, Nov 15	Thurs, Nov 15
Sun, Dec. 1	Fri, Dec. 21	By Fri, Dec. 21
Sat, Feb. 1	TBA	TBA
Sat, Mar. 1	TBA	TBA
Tues, Oct 1	Thurs, Oct 11	Thurs, Oct 11

**5) Where can I get the forms needed to submit a proposal?**

Electronic copies of the proposal forms and procedures are accessible to all faculty at the following X drive location: X:\Committee Folders\Faculty Senate\Committees\Curruculum Review Committee\ - Shared Files Copies also can be procured from the chair of Faculty Senate Curriculum Committee at [roberta.kaufman@nsc.edu](mailto:roberta.kaufman@nsc.edu).

**6) I plan to submit a new course proposal. How will it be evaluated?**

- In general terms, the Faculty Senate Curriculum Committee examines two central elements of each submission 1) the degree of agreement between the proposal and the mission of the unit/school/college and 2) the extent to which the proposal reflects the academic content expected at a four-year comprehensive college.

- Additional information regarding the criteria for reviewing proposals can be found here in the Curriculum Review Guidelines (p. 3-5).

**7) Where can I find information about whether my proposal has been approved?**

- The chair of the committee should contact you about the status of your proposal. Naturally, if you have questions you can contact the chair at [roberta.kaufman@nsc.edu](mailto:roberta.kaufman@nsc.edu) or 992-2523.

**8) The Faculty Senate Curriculum Committee recommended changes that I don't agree with. Do I have to incorporate the suggestions?**

- The Curriculum Committee is charged with the task of upholding certain academic standards and attempts to accomplish this goal in an equitable fashion. Should the committee express reservations about your proposal, the chair of the committee will attempt to work with you to resolve the problem. However, if the issue cannot be resolved, the proposal will be moved along to the next step in the curriculum process (the provost's office for minor curricular changes and core curriculum proposals, and Faculty Senate for substantive curricular changes, new degrees, and degree program deletions) with a recommendation to deny the proposal. If the proposal is ultimately approved by the Provost it will be adopted into the college catalog. Because non-core curriculum course proposals are not reviewed by Faculty Senate or the Provost, these proposals must be approved by the Faculty Senate Curriculum Committee to be added to the college catalog.