

# SOE Curriculum Committee

## OPERATING PROCEDURES

SOE departments begin the process of addressing curriculum matters by discussing and approving all proposals prior to submitting to the Curriculum Committee. Once a proposal has been submitted, the Committee Chair, in consultation with the Associate Dean, determines if a proposal meets the criteria for a routine or non-routine change.

### Routine Changes:

Routine changes are defined by the policies and procedures put forward each year by the UNCG Curriculum Guide (currently Form D).

Based on the consensus reached at the Faculty Assembly meeting on January 31, 2011, routine changes will be handled by the Committee Chair, in consultation with the Associate Dean, who will read them for clarity and compliance with University guidelines and forward them directly to the appropriate University curriculum committee.

### Non-routine Changes:

Non-routine changes are defined as any curriculum changes other than those defined as routine by the UNCG Curriculum Guide.

The full Curriculum Committee considers proposals for non-routine changes in face-to-face meetings. The Committee decides next steps with each proposal, which may include recommending approval and forwarding the proposal and recommendation to the appropriate University Committee, asking for additional information from the sponsors of the proposal, or asking the Faculty Council for review and/or action. In the latter instance, the Faculty Council would then determine how best to proceed with the proposal, including the option of discussion and/or action by Faculty Assembly.

### SOE Policy Considerations:

The full Curriculum Committee considers any policy issues that have arisen in the context of the Committee's work or that either the Dean, Faculty Council or Faculty Assembly have asked the Committee to explore. The Committee then forwards recommendations to the Faculty Council, which determines if the matter needs to be brought to the Faculty Assembly for consideration.

### Meetings:

At the beginning of each term/year, monthly, face-to-face meeting dates will be set for full Committee meetings. If there are no non-routine or policy-related issues to be discussed, meetings will be canceled by the Chair, in consultation with the Associate Dean. Deliberation and voting, if necessary, can occur via email.

### Committee Chair Responsibilities:

The Curriculum Committee Chair is charged with the responsibility to work with the Associate Dean to accomplish the following each year.

- Make regular reports to the Faculty Assembly on Committee business; decisions made by the committee are to be posted in the faculty assembly minutes
- Follow-up and note final disposition at the University level, and notify the sponsor of the proposal an appropriate department chairs persons, & the department representative on the curriculum committee. as needed.
- Coordinate with individuals submitting proposals to learn about final disposition at the University level
- Review Operating Procedures and bring any recommendations for changes forward to the Committee, Faculty Council, and Faculty Assembly as appropriate
- Invite representatives of the University undergraduate and graduate Curriculum committees to brief the SOE Curriculum Committee on University policies and procedures

Approved by Faculty Assembly on 4-14-2015.