Section:	II.3.32
Title:	Curricular Change
Effective Date:	September 18, 2020
Approved By:	Provost
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu
Related Documents:	
History:	
Version	Date	Notes
3.0	September 18, 2020	Revised
2.0	March 19, 2014	Revised
1.0	2008	New policy; Initial Release

I. INTRODUCTION

This policy defines the roles, responsibilities, and required procedural components for developing and approving academic curricular changes.

This policy applies to changes to an existing Program (e.g. addition or removal of a course, change in pre-requisite courses, etc.). This policy should not be used for the creation of a new major, minor, or certificate, for program closure, or for individual course creation/modification; see instead the separate policies for each. This policy also does not apply to changes in the liberal learning program, including new interdisciplinary concentrations, or to changes in the honors program; proposed changes to these programs are reviewed by Liberal Learning Council and Honors and Scholars Council with the oversight of CAP, respectively.

"When an educational goal has been established, it becomes the responsibility primarily of the faculty to determine the appropriate curriculum and procedures of student instruction." AAUP *Statement on Governance*.

Program faculty have primary responsibility for the curriculum. Endowed by their collective content expertise, each faculty is responsible for curricular content and currency. Additionally, faculty should respect the responsibilities of other program faculty when reviewing curricular changes. Cooperation across faculties is essential for effective education. However, it is also recognized that changes in a single curriculum may have an effect on other curricula, and those effects should also be respected.

II. DEFINITIONS

A **<u>curricular change</u>** is a change to a previously approved program of study/set of academic requirements, such as a change to a major, minor, or certificate.

III. POLICY

Scope of change and routing

If a department is proposing a curricular change that will impact other departments or programs within the same school or within multiple schools (e.g., requires courses from a department/program/school beyond the proposing department, etc.), then the proposing department must notify and consult with the other departments/programs/schools early in the development process. If a proposed curricular change impacts several majors in more than one department within a single school or within multiple schools, then the proposed changes need to be reviewed by each of the affected departments and other relevant units according to the routing described below. Written documentation of these additional reviews must accompany the proposal as it moves through governance.

The routing and approval of a curricular change depends upon the scope of the change and the effects on other programs. There are three general cases in which the scope of the change affects: A) only the program, B) additional programs within the school, and C) additional programs in other schools.

A) Routing for Changes that affect only the program
   a. Proposing party to Department Chair
   b. Department Chair/Program Coordinator to Department Curriculum Committee
   c. Department Curriculum Committee to School Curriculum Committee
   d. School Curriculum Committee to Dean
   e. Dean to Provost
B) Routing for Changes that affect additional programs within the school
   a. Proposing party to Department Chair
   b. Department Chair/Program Coordinator to Department Curriculum Committee
   c. Originating Department Curriculum Committee consults with Affected School Department Chair(s)
   d. Originating Department Curriculum Committee to School Curriculum Committee
   e. School Curriculum Committee to Dean
   f. Dean to Provost
C) Routing for Changes that affect additional programs outside the school
   a. Proposing party to Department Chair

b. Department Chair/Program Coordinator to Originating Department Curriculum Committee
c. Department Curriculum Committee to Affected School Department Chairs(s)
d. Department Curriculum Committee to Originating School Curriculum Committee
e. Originating School Curriculum Committee to Originating Dean
f. Originating Dean to Affected School Dean(s)
g. Affected Dean(s) back to Originating Dean
h. Originating Dean to Council of Deans
i. Council of Deans to Originating Dean
j. Originating Dean to Provost
k. Provost to Steering (if needed)

Responsibilities

Proposing Party

Proposing party submits the proposal for the curricular change, as well as supporting forms and documentation (e.g. includes program mission, learning goals mapped to the curriculum, other program design elements) to the Department Chair/Program Coordinator. The proposing party should also analyze the curricular change for impacts, such as: changes to program mission, learning outcomes, design, anticipated increases or decreases in the number of majors served, effects on time to degree, and resource effects.

Department Chair/ Program Coordinator

Department Chair/Program Coordinator reviews and then submits the proposal to the Department Curriculum Committee.

If the proposal for curricular change affects additional programs within the School or additional programs in other Schools, then the Originating Department Chair sends the proposal to Affected Department Chair(s) to determine whether the proposal requires review by the Affected Department Curriculum Committee(s).

Originating Department Curriculum Committee

The Department Curriculum Committee reviews the proposal (if the department does not have a formal curriculum committee then the proposal is reviewed by the relevant parties within the department).

a. If the proposed curricular change is accepted and does not affect any other programs, the committee prepares a recommendation for approval that is forwarded to the School Curriculum Committee.

b. If a proposed curricular change is accepted and affects any other programs within or outside of the originating school, then the proposed changes will be reviewed by the Affected Department Chairs(s), who will determine whether the proposal needs to be reviewed by each of the Affected Department Curriculum Committees. Once the Affected Departments provide feedback on the proposal, the Originating Department Curriculum Committee prepares a recommendation for approval, including documentation of the affected programs' review, which is forwarded to the Originating School Curriculum Committee.

Originating School Curriculum Committee

The School Curriculum Committee reviews the recommended curricular change.

a. If the School Curriculum Committee accepts the recommended curricular change, then the School Curriculum Committee prepares a recommendation for approval that is forwarded to the Dean.

b. If the School Curriculum Committee does not accept the recommended curricular change, then the School Curriculum Committee provides a written rationale to the proposing party. The proposing party can work in concert with the School Curriculum Committee to revise and resubmit the proposal.

Originating Dean

The Originating Dean reviews the recommended curricular change for impacts, such as: changes to program mission, learning outcomes, design, anticipated increases or decreases in the number of majors served, effects on time to degree, and resource effects.

a. If the Originating Dean accepts the recommended curricular change and deems it not to have a significant impact outside of the originating school, the proposal is submitted directly to the Provost for approval.

b. If the Originating Dean accepts the recommended curricular change and deems it to have a significant impact outside of the originating school, the recommended curricular change is sent to the Deans of the affected schools who will disseminate the recommended curricular change to their affected programs for feedback and share this feedback with the originating dean. Once agreement is reached, the originating dean presents the recommended curricular change to the Council of Deans for approval.

c. If the Dean reviews and rejects the recommended curricular change, then written rationale for rejection is provided to the Originating School Curriculum Committee, who then contacts the proposing party. The

proposing party can work with the school curriculum committee and Dean to revise and resubmit the proposal.

Council of Deans

The Council of Deans reviews all recommended curricular changes that have significant impact beyond the originating school.

If the council deems that additional review is needed, the Originating Dean will route the recommended proposal as needed.

If the council approves the recommended curricular change, the Originating Dean sends the proposal to Provost.

Steering Committee (if deemed necessary by Provost)

The Steering Committee will review all recommended curricular changes that have significant impact beyond the originating school and will forward into College-wide governance as appropriate. In the case of undergraduate programs, Steering will charge CAP to review the recommended curricular change. In the case of graduate programs, Steering will charge the Graduate Studies Council to review, and in the case of education programs, Steering will charge the Teacher Education Council to review the recommended curricular change.

Steering will send all fully reviewed recommended curricular changes to the Provost.

Provost

Upon final review and approval by the Provost, the revised curriculum design document is sent to the Office of Records and Registration and included in the next Bulletin update. Changes to program requirements generally go into effect at the time of the next Undergraduate Bulletin update or Graduate Bulletin update. For exceptions, see the Undergraduate Bulletin Year of Record policy.