



<b>POLICY TITLE</b>	Curriculum Approval Process	<b>Policy Number</b>	605
<b>Section</b>	Academics	<b>Approval Date</b>	January 12, 2017
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	January 12, 2017
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1.1 This policy establishes standards and procedures for undergraduate and graduate curriculum proposals. This policy also defines roles and responsibilities at the department, college/school, and university levels.

### 2.0 REFERENCES

- 2.1 Northwest Commission on Colleges and Universities, *Substantive Change Policy*
- 2.2 Northwest Commission on Colleges and Universities, *Standards for Accreditation*, 2.C.5
- 2.3 Utah Code 53B-16 *Institutional Programs Generally*
- 2.4 Utah State Board of Regents' Policy 401 *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*
- 2.5 Utah State Board of Regents' Policy R470 *General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination*
- 2.6 UVU Policy 103 *Constitution of the Faculty Senate of Utah Valley University*
- 2.7 UVU Policy 610 *Credit Hour*

### 3.0 DEFINITIONS

- 3.1 **Course:** A single instructional subject commonly described by title, number, credits, and expected learning outcomes in the college catalog or bulletin.
- 3.2 **Curriculum:** Programs and courses offered by the University.



**3.3 Program:** A systematic grouping of courses forming the requirements for a degree or a credential.

#### 4.0 POLICY

**4.1** University faculty have primary authority and responsibility in the design, approval, implementation, and revision of curriculum.

**4.2** The University Curriculum Committee (UCC) is a standing committee of the Faculty Senate. The University Curriculum Committee approves changes, deletions, and additions to curriculum. Curriculum changes must be submitted, reviewed, and approved as curriculum proposals following the procedures outlined in this policy.

**4.3** Curriculum is maintained in the university-approved curriculum management system and published in the university catalog.

**4.4** Curriculum proposals are developed and revised by academic departments in compliance with this policy and Utah Board of Regents' policies and must be evaluated and approved through established procedures to ensure proposals are in alignment with the University's mission.

**4.5** Once approved by the appropriate authorities, curriculum proposals become university curriculum and at that time may be advertised, promoted, or offered.

#### 5.0 PROCEDURES

##### 5.1 Structure and Membership of Curriculum Committees

**5.1.1** The internal curriculum approval process operates at five levels: department chair, college/school curriculum committee (CCC), college/school dean, University Curriculum Committee (UCC), and Senior Vice President of Academic Affairs (SVPAA). Program additions, deletions, or substantial modifications require approval from the UVU Board of Trustees, Utah System of Higher Education (USHE) Commissioner's Office, Utah Board of Regents, and regional accrediting body (Northwest Commission on Colleges and Universities).

**5.1.2** CCC structure and membership shall be established in a committee charter by each college/school and ratified by a majority of the tenure-track and tenured faculty members of each college/school. Only tenure-track or tenured faculty members can be voting members of CCCs.

**5.1.3** Each dean shall appoint an associate or assistant dean to serve as the curriculum representative on the CCC. Associate or assistant deans elected by faculty representatives to



chair the CCC cannot be appointed to represent the college/school dean. In this case, the dean shall appoint a different representative.

**5.1.4** Curriculum proposals are approved by the department chair at the department level. Departments shall establish a department curriculum committee to develop and review curriculum proposals and advise faculty members and the department chair on curriculum development. Department curriculum committees should include academic advisors and other relevant staff as ex-officio, non-voting attendees.

## **5.2 Roles and Responsibilities**

**5.2.1** Faculty members are responsible for developing high-quality curriculum proposals according to institutional guidelines and in coordination with instructional designers and department and/or college curriculum committees.

**5.2.2** The department chair is responsible for:

- 1) Ensuring faculty members have fulfilled their responsibilities;
- 2) Ensuring curriculum changes are submitted, reviewed, and approved as curriculum proposals following the procedures outlined in this policy;
- 3) Ensuring curriculum proposals support departmental and institutional missions;
- 4) Verifying department faculty review and support of curriculum proposals; and
- 5) Ensuring all curriculum complies with specialized accreditation requirements, as applicable.

**5.2.3** CCCs are responsible for:

- 1) Reviewing curriculum proposals for adherence to institutional guidelines;
- 2) Coordinating curriculum proposals as needed with relevant offices on campus; and
- 3) Assisting departments in curriculum review and making recommendations to department chairs.

**5.2.4** College/school dean curriculum representatives are responsible for:

- 1) Ensuring curriculum proposals reflect college/school strategic plans;
- 2) Evaluating financial impact and program viability of curriculum proposals; and



3) As applicable, resolving curriculum conflicts and contingencies with impacted college/school deans or their curriculum representatives.

**5.2.5** Designated Student Affairs personnel are responsible for:

- 1) Conducting technical reviews of all curriculum proposals prior to inclusion on UCC agendas; and
- 2) Publishing approved curriculum in the catalog and appropriate university systems.

**5.2.6** Designated Academic Affairs personnel are responsible for conducting technical review of all R401 proposals prior to inclusion on UCC agendas.

**5.2.7** The UCC is responsible for:

- 1) Supporting faculty members in designing curriculum effectively;
- 2) Implementing guidelines for the efficient development and approval of curriculum;
- 3) Reviewing and approving curriculum proposals submitted by CCCs;
- 4) Ensuring consistency and monitoring unnecessary redundancies in curriculum;
- 5) Ensuring all curriculum complies with the policies and standards of the Utah State Board of Regents and regional accrediting body (Northwest Commission on Colleges and Universities).

### **5.3 Curriculum Approval Process**

**5.3.1** Curriculum proposals may include additions, deletions, or modifications to existing programs and courses such as title, number, prefix, credit hours, instruction type/credit ratio, prerequisites, co-requisites, description, repeatable status/credit totals, grade type, cross-listing, and institutional status (e.g., General Education, Global Intercultural, Honors, etc.).

**5.3.2** The strategic plan of a college/school should drive program additions, deletions, or significant modifications.

**5.3.3** Curriculum proposals for new programs, program deletions, and program modifications of more than 50 percent shall be submitted to Academic Affairs Council for preliminary approval prior to submission in the curriculum management system.

**5.3.4** Curriculum proposals are developed by a faculty member in the department and submitted in the curriculum management system. Courses included as requirements or electives



in a new or modified program proposal must be concurrently submitted and approved as part of the program proposal or modification.

**5.3.5** The department chair reviews and approves curriculum proposals after verifying support of the faculty and the department curriculum committee as applicable. These responsibilities may be delegated to a department curriculum committee, but the chair must approve or deny the proposal or return it to the faculty member with recommendations.

**5.3.6** The CCC reviews and approves curriculum proposals forwarded from the department chair. All curriculum proposals must be approved by majority vote of the CCC or denied and returned to the faculty member with recommendations.

**5.3.7** A review of all curriculum proposals will be conducted by designated Student Affairs personnel and all R401 proposals by designated Academic Affairs personnel prior to inclusion on the UCC agenda.

**5.3.8** The UCC reviews and approves curriculum proposals approved and submitted by CCCs.

1) Curriculum proposals on the UCC agenda are designated as information, consent, or action items. Information items do not require UCC approval.

2) Consent items do not require UCC review unless the Committee identifies issues that would need further discussion and cross-department coordination.

3) Action items require UCC review.

**5.3.9** All curriculum proposals must be approved by majority vote of the UCC or denied and returned to the faculty member with recommendations. The UCC chair votes only in the case of a tie.

**5.3.10** The SVPAA reviews and approves curriculum proposals approved by the UCC and forwards them for review and approval by external bodies as required, such as the UVU Board of Trustees, Utah State Board of Regents, and Northwest Commission on Colleges and Universities.

POLICY HISTORY		
January 12, 2017	Revised policy approved.	UVU Board of Trustees