

ROLES AND RESPONSIBILITIES IN THE EHHS CURRICULUM PROCESS

CourseLeaf Curriculum Information Management (CIM) User/Approver Training:

Strongly suggested for all levels: <https://www.kent.edu/provost/curriculum/training>

PROPOSAL INITIATOR

1	Keep current in field. Conduct research for the proposed changes. Articulate rationale for curriculum decisions. Work with others to document and submit proposal. Seek review and feedback on proposed changes.
2	Consult with your School Director and Associate Dean regarding changes that significantly impact policy, sustainability, students, faculty, and other resources.
3	Contact Curriculum Coordinator, Susan Augustine (saugusti@kent.edu , 330-672-2187, 407B White Hall) to discuss proposed changes. Read the relevant section of the Curriculum Guidelines before beginning your proposal to ensure you are aware of what you need to submit. Curriculum Guidelines/forms are available: http://www.kent.edu/provost/curriculum
4	Complete all needed forms and provide other needed information—do not submit incomplete proposals. Susan is available to assist with questions regarding proposal submissions such as: forms necessary, process, proper format etc.
5	Proofread your proposal before submitting.
6	Gather all needed supplemental docs (support, encroachment, etc. documentation) and ensure they are attached to the proposal.
7	Review the timeline for processing the proposal. Each proposal is reviewed by multiple committees so timing is critical. You are expected to meet all established deadlines for each group in the approval process.
8	Consult with your program area before sending the proposal to your school curriculum committee. Your program area will be asked for confirmation that they are in agreement with the proposal.
9	Submit completed proposal via CourseLeaf Curriculum Information Management (CIM) system to school curriculum committee for review, at least ten days prior to meeting.
10	Once your proposal is in the approval process, be aware of school, college and EPC meeting dates. Be prepared to attend each meeting to discuss your proposal and answer questions.

PROGRAM AREA FACULTY

1	Considered to be content experts, current in profession, know competition. Assess learning outcomes for compliance, validity and alignment with program's mission and objectives. Work to meet accreditation needs.
2	Advise, inform, and/or approve changes.
3	Ensure paperwork has been completed appropriately including potential encroachment documentation.
4	Proofread all documents for errors.
5	Discussion by program area faculty regarding consensus of proposal and passage by <u>majority vote with a quorum present.</u>
6	Minutes documenting meeting. Documentation of program approval for each proposal must be included in the meeting minutes and must include date discussed and approved by program.

SCHOOL CURRICULUM COMMITTEE (SCC)

1	Confirm that discussion and voting has taken place at the program level.
2	Evaluates proposal to ensure that it upholds the expectations and values of the School; assess and evaluate curriculum impact on area's sustainability, students, faculty, and other resources.
3	Establish and utilizes procedures for reviewing and evaluating existing and new courses, programs and policies.
4	Maintain strong departmental academic, instructional and grading standards.
5	Approves all workshop and special topics courses each time content/title changes.
6	Checks again for completeness of paperwork.
7	Check units consulted and any encroachment issues and ensures proper documentation is included in proposal.
8	Provide meeting minutes including discussion of each proposal within one week of the meeting. Each should include the date and passage, <u>by a majority vote with a quorum</u> of the School Committee present.
9	SCC chair serves as advisor to the School Director.

SCHOOL DIRECTOR

1	Fosters the development of undergraduate and graduate programs within university guidelines.
2	Encourages appropriate curriculum modifications, changes and innovations in programs.
3	Approves resource allocations. Seeks opportunities to leverage existing/emerging resources.
4	Insures proposed course offerings required for degree completion will be offered frequently and at varied days and times to meet the needs of students.

COLLEGE CURRICULUM COMMITTEE (CCC)

1	Ensure proposal is an appropriate fit for college. Review program outcomes for alignment with college mission.
2	Seek curriculum changes that may be complementary and/or basis for collaboration.
3	Examine curriculum impact and duplication within and outside college. Review resources (e.g., staffing, facilities, library)
4	Ensure appropriate consultation of impact. Looks for letters of support
5	Consider university expectations.
6	Consider college expectations including: quality, future trends, college strategic plan, student learning outcomes.
7	Informed on off-site and online offerings, articulation agreements and other collaborations and partnerships outside the college. Made aware of special topics, workshops, and other academic changes
8	Obtain motion to approve with second and passage <u>by majority vote with a quorum</u> of the college committee present.

ASSOCIATE DEAN (Dean's Designee)

1	Reviews impact on finances, faculty, facilities, equipment, support staff.
2	Encourages appropriate curriculum modifications, changes and innovations in response to changing mandates, policy changes, etc.
3	Seeks opportunities to leverage existing/emerging resources.
4	Assesses sustainability, demand, need, placement.
5	Examines curriculum impact and duplication in and outside college/campus.
6	Evaluate for completeness and clarity. Completeness would include any revisions or paperwork requested by program/SCC/CCC.
7	Reserve the right to send proposal packet back to initiator for revision.
8	Inform proposal initiator of need for EPC representation for action items.
9	Submit to Curriculum Services for the monthly EPC meeting.
10	Support proposal initiator at EPC meetings when necessary.

CURRICULUM COORDINATOR – SUSAN AUGUSTINE (ph. 2-2187 saugusti@kent.edu)

1	Consult with faculty regarding proposal preparation, approval process, curriculum policies.
2	Consult with Curriculum Services regarding policy/procedure changes, interpretation of policy/procedure, and KSU/ODHE/HLC mandates, etc.
3	Be fully trained in CIM and support faculty, administrators, and others in using system.
4	Communicate with Associate Dean regarding upcoming curricular actions, questions on policy interpretation, identification of appropriate curriculum modifications, etc.
5	Submit proposal packet at least one (1) weeks prior, to the school curriculum committee meeting for review.
6	Attend all School, College, and EPC curriculum committee meetings.
7	Work with faculty following school committee meeting to make any revisions to proposal.
8	Submit proposals to School Director via CIM. Consult with School Director regarding significant changes.
9	Collaborate with Associate Deans' office to develop agenda. Review proposals with Associate Deans prior to CCC.
10	Ensure proposal workflow have been routed to the correct approval path at each level.
11	Source of information to units about curricular-related changes and requirements.
12	Maintain copies of approved special topic and variable-topic workshop course proposals.