

Department or Program Curriculum Committees

Curriculum changes may originate with a single faculty member, but each academic department or program must have a curriculum committee to review and approve curriculum decisions. These may be committees of the whole, but membership on the program curriculum committees must consist of at least 2 faculty from the department or program.

The department or program review of new curricula and curriculum change is conducted by faculty who teach in that department or program. Faculty should consider, first, whether the proposal is appropriate for the department or program at UNCG. Department and program faculty have the most responsibility for reviewing the course or program details thoroughly and ensuring that each response meets UNCG standards and practices for students, faculty, administration, and external governing bodies when appropriate. Refer to Course and Program Checklists for additional guidance.

- **Content** – The most thorough review of proposed content should occur in the department, where the expertise resides. The department/program faculty conduct a holistic review, including student learning outcomes, topics, texts, assignments, and other components prior to approving any course, program, concentration, revision, etc. Courses should fit into programs, program curricula should be cohesive, and programs and concentrations should fit with department, unit, and UNCG missions.
- **Level** – The most thorough review of course level (100, 200, 300, etc.) or program (bachelor's, master's, doctorate, certificate, etc.) should occur in the department. The department/program faculty ensure rigor, content, and learning outcomes match the level proposed. Level should align with UNCG practice.
- **Credits** – The most thorough review of the number of credits appropriate for any course or program happen in the department. Faculty in the department or program should consider policies of UNCG and the Board of Governors in their deliberations.
- **Pre-requisites, admission criteria** – Department/program faculty review the pre-requisites, co- requisites and admission criteria for the curriculum change to ensure changes are appropriate and feasible for students.
- **Ability to effectively use a particular delivery mode (face to face, online, off-campus)** – Faculty in the department or program evaluate the appropriateness of the delivery method for a course or program. They ensure that the content can and should be taught in that mode. They ensure resources are available to support faculty and students in those courses or programs.

- Resources are sustainable – Department/program faculty ensure the curriculum change is fiscally sustainable. Resources will be available on a continuing basis to support the change.
- Impact with other departments, including duplication and need for others' resources (faculty, seats, etc.) – Department/program faculty identify the impact of the course or program addition, deletion or change on other programs and departments. They should seek to understand how their action impacts headcounts and requirements in their own department and other areas, particularly if they will require additional resources from another department or will no longer be able to offer service courses required in other programs. Departments should seek consultation with other departments or programs as appropriate to avoid unnecessary duplication when the other department's course offerings can serve their students. Departments should be able to provide a justification for not consulting with other departments.

Unit Curriculum Committees

The unit-level review of curriculum change is conducted by faculty with the perspective of what is appropriate for the unit (college or school) within UNCG, without focusing on the details that have been vetted by the department. Their responsibility is to ensure the department or program has considered issues beyond the department in their request. The unit faculty review the curriculum change to ensure it meets the standards and practices of the unit. The committee confirms routine changes proposed by the department.

- Content – Unit-level committees review courses to confirm general fit into programs, and programs to confirm general fit into the department, unit, and UNCG missions.
- Level – Unit-level committees review course and program proposals to evaluate general fit of the course or program level with UNCG practice. The unit confirms that the rationale and description support the level of course or program requested, as established by UNCG policy, precedence, and practice.
- Credits – Unit-level committees review course and program proposals to confirm that the credits requested for the course or program align with established UNCG policy, precedence, and practice for the unit, including contact hours and required program credits.
- Pre-requisites, admission criteria – Unit-level committees review the pre-requisites, co requisites and admission criteria for the curriculum change to confirm changes are appropriate and feasible for students in the department, unit and UNCG.

- Ability to effectively use a particular delivery mode (face to face, online, off-campus) – Unit-level committees confirm the appropriateness of the delivery method for a course or program. They confirm resources are generally available to support faculty and students in those courses or programs.
- Resources are sustainable – Unit-level committees confirm the curriculum change is fiscally sustainable. Resources will be available on a continuing basis to support the change.
- Impact with other departments, including duplication and need for others' resources (faculty, seats, etc.) – Unit-level committees review the impact of the course or program addition, deletion or change on other programs and departments. They should seek to understand how actions impact headcounts and requirements outside of the department requesting the change, particularly if the change will require additional resources from another department or alter service courses required in other programs. Unit-level committees seek to identify unnecessary duplication when another department can serve their students. They review consultations or justification for not consulting when proposals may impact other departments.

University-wide Committees

The University-wide committee review of curriculum change is conducted by faculty and staff that serve on the committees with the perspective of what is appropriate for and consistent with practices and policies at UNCG. Members of this committee are responsible for ensuring that new programs, concentrations, etc. support the mission of the university and have the resources they need to be successful. Like the unit-level committees, they avoid focusing on the details that have been vetted by the department. The University-wide committees are not involved in routing course changes for that reason. The University faculty review curriculum changes to ensure they meet the standards and practices of UNCG and external governing agencies.

- Content – University-level committees review courses and programs to confirm general fit into the department, unit, and UNCG missions.
- Level – The University-level committees confirm that the rationale and description support the level of course or program requested, as established by UNCG policy, precedence, and practice.

Curriculum Review Roles

Effective August 2021

- Credits – University-level committees review course and program proposals to confirm that the credits requested for the course or program align with established UNCG policy, precedence, and practice for the University, including contact hours and required program credits.
- Pre-requisites, admission criteria – University-level committees review the pre-requisites, co requisites and admission criteria for the curriculum change to confirm changes are appropriate and feasible for students in the department, unit and UNCG.
- Ability to effectively use a particular delivery mode (face to face, online, off-campus) – University-level committees confirm the appropriateness of the delivery method for a course or program. They confirm resources are generally available to support faculty and students in those courses or programs.
- Resources are sustainable – University-level committees verify that the department and unit have confirmed that the curriculum change is fiscally sustainable, and resources will be available on a continuing basis to support the change.
- Impact with other departments, including duplication and need for others' resources (faculty, seats, etc.) – University-level committees review the impact of the course or program addition, deletion or change across the University. They should seek to understand how actions impact headcounts and requirements outside of the department and unit requesting the change, particularly if the change will require additional resources from another department or alter service courses required in other programs. University-level committees seek to identify unnecessary duplication when another department can serve their students.