

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Curriculum Development
SRSU Policy ID: FH 4.01
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: May 19, 2020
Next Review Date: May 19, 2025

The policy on curriculum development at Sul Ross State University is based on the philosophy that the faculty and administration are responsible for developing sound academic programs that are within the role and scope of the institution and that meet the standards of the institution and the appropriate accrediting bodies. The faculty and administration will be involved in all matters relating to curriculum development; these include additions, deletions, and changes in existing courses and programs; the published schedule of course offerings; the general degree requirements for all academic programs, and assessment of academic programs for accreditation and continuous improvement purposes.

The following procedures should be followed:

- A. Department chairs shall assign faculty members to serve as Program Coordinators for each academic degree program. These coordinators are responsible for leading the degree program, and they must be competent and the most qualified academics (as specified by SACSCOC 6.2.c). Their responsibilities include the following:
- ~~They m~~Maintain the program annual reports, including ~~g~~student learning outcomes and assessments, in the software platform. ~~They~~
 - ~~e~~Collaborate~~collaborate~~ with faculty who teach the programs courses to collect assessment data for summer, fall, and spring terms. ~~They complete~~
 - ~~Complete~~ annual reports by established due date that include assessment results and plans for the use of results in the ensuing academic year.
 - ~~They also p~~Participate in the annual review process.
 - Program Coordinators report directly to the department chair, and the department chair will communicate with the SACSCOC Faculty Liaison and the Office of Institutional Effectiveness.
 - The Department Chairs and/or Deans review the SACSCOC Academic Assessment Reports each academic cycle and provide feedback to the Program Coordinators.
 - PROGRAM COORDINATORS ALSO WILL COMMUNICATE WITH THE SACSCOC FACULTY LIAISON AND THE OFFICE OF INSTITUTIONAL EFFECTIVENESS.

~~Program Coordinators report directly to the department chair, and the department chair will communicate with get support from the SACSCOC Faculty Liaison and the Office of Institutional Effectiveness.~~

- B. Each ~~spring~~ Fall and Spring semester, faculty members who teach core curriculum courses shall complete an assessment report based on established rubrics for six designated skill areas as prescribed by the Texas Higher Education Coordinating Board. ~~The report will be submitted to the department chair.~~ meet

Commented [PL1]: We made changes to A. when we were in edit rather than review--so, please compare. Sorry!

The changes were to make the bulleted statements more generic and less specific to Jean's personal protocols, which we thought would be more appropriate.

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Commented [PL2]: We made changes to A. when we were in edit rather than review--so, please compare. Sorry!

The changes were to make the bulleted statements more generic and less specific to Jean's personal protocols, which we thought would be more appropriate.

~~with the department chair to evaluate samples of students' work in designated skill areas (six total) and develop an improvement plan to implement during the ensuing years. The department chair or designee will be uploaded the improvement plan maintained by the department chair or designee into the software platform annually.~~ (This process supports university compliance with SACSCOC 8.2.b).

Commented [PL3]: For B, we are not doing this; however, we already assess core for THECB. Can we make a statement that essentially utilizes assessments already being completed for this section?

C. At least once each ~~academic cycle~~ long-term (fall and spring semesters), the faculty members of each department shall meet as a Curriculum Committee to review the course descriptions, degree plans, ~~program s~~ Student Learning Outcomes, and proposed changes in the disciplines for which the department is responsible. The departmental curriculum committee will consist of all faculty members, including ~~the~~ Program Coordinators and Department Chair, in each department with the chairman ~~being the Department Chair or designee~~ of the committee determined by the faculty members. ~~Recommendations of this committee will be given directly to the department chairperson.~~

D. The Department chair person ~~Chairperson~~ will ~~will~~ review the recommendations of the faculty committee.

~~add written comments as appropriate, and forward the recommendations to the appropriate college Dean. The Department Chair or designee also will execute changes or recommendations as appropriate to existing reporting platforms, submit any curriculum changes into the curriculum change software platform for review.~~

Commented [CB4]: Do you want them to do this before the changes are approved?

E. The college Dean will review the recommendations from the departments and submit them with comments in writing to the Executive Vice President and Provost. ~~The dean may seek the advice of a college faculty committee composed of representatives from each department in the division if the recommendations are likely to have some effect on courses or programs in other departments in the divisions.~~

F. The Executive Vice President and Provost will present the curriculum recommendations to the Curriculum Council. The Council will serve as the coordinating body on curriculum matters for the entire institution and will make recommendations to the President. The Council will seek the recommendations of the Teacher Education Council and the Graduate Council ~~and the Deans Council~~ on matters relating to programs for which these Councils have responsibility before making final ~~recommendation~~ recommendations.

Commented [PL5]: In the past, the recommendations for curricular changes went from Dean to Curriculum Council and then to Provost. How would the process work best?

Commented [PL6R5]: We should further visit regarding workflow.

G. The President will act on the recommendations of the Curriculum Council and submit those which he approved to the Board of Regents for its consideration.

H. When the Board of Regents has acted, the results will be communicated by the Executive Vice President and Provost to the college Deans, divisions, ~~and departmental Chairs, Registrar's Office, and the Office of Institutional Effectiveness.~~

I. The Executive Vice President and Provost will submit the results as may be required to the Texas Higher Education Coordinating Board.

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~~New programs and substantive changes are forwarded to the Office of Institutional Effectiveness to submit to SACSCOC for review before they changes are scheduled to be implemented.~~

JK. New Programs and substantive changes are forwarded to the Office of Institutional Effectiveness to submit for SASCOC review. SASCOC must be notified prior to implementation of any change. ~~The Department chairs and/or deans review the SASCOC Academic Assessment Reports each June and provide feedback to the Program Coordinators for continuous improvement.~~ (See AMP 1.13).