

SRSU University Curriculum Committee 2021-2022

Mission

The SRSU Mission Statement describes our education as “accessible, comprehensive, and life changing” with “high quality teaching, research, cultural awareness, creativity and service”. To recognize the prominence of curriculum, starting in 2021-2022, a new University Curriculum Committee will be formed with faculty and administrator membership.

The mission of the SRSU University Curriculum Committee is to serve as a centralized oversight body for all university curriculum through planning, information collection, analysis, and decision-making to promote the best interests of the students, faculty, and the university.

Committee Overview

The main function of the SRSU University Curriculum Committee is to ensure academic integrity through compliance with SACSCOC, DOE, TSUS, and THECB requirements and to ensure collaboration on curriculum decisions among the academic colleges and campuses. The University Curriculum Committee will provide oversight for the development and review of the curriculum. Instruction is the faculty’s domain, and the curriculum is the collective responsibility of the faculty in partnership with administration. The University Curriculum Committee will have review authority over the development, coordination, implementation, support, evaluation and change of curriculum for all academic programs.

University Curriculum Committee Charge- to execute the responsibilities with knowledge of the content and procedures that are applied with consistency and rigor.

- Review all curriculum change forms
- Maintain the format of the curriculum change form in a way that is accessible to faculty (currently in Qualtrics)
- Assist with Program Review cycle
- Participate in the design of the annual course catalog and its placement on the academic calendar
- Review of all academic programs to assure compliance with DOE, SACSCOC, and other accrediting agencies.
- Review of all core curriculum courses and assessments
- Make an annual report to the Executive Cabinet, Academic Affairs and the Faculty Assembly and Senate
- Review dual credit agreements and MOU’s to assure compliance with regulations
- Review all substantive change reporting for SACSCOC
- Communicate with members of their respective departments to assure informed and smooth operations.
- Engage in ongoing research in best practices for curriculum in higher education.

New University Curriculum Committee charge – submitted to FAEC 08/31/2021

- Participate in review and development of policies and administrative practices regarding curriculum.
- Approve/disapprove agreements or articulations regarding transfer credit articulation.

University Curriculum Committee Chair Responsibilities

- Receives all curriculum change forms and makes available to committee members
- Prepares agendas
- Conducts committee meetings
- Sets calendar of committee meetings
- Oversees the orientation of new members and on-going training of continuing members
- Delivers a Reviewed Curriculum Changes Report to the Faculty Assembly and Faculty Senate
- Delivers a Reviewed Curriculum Changes Report to the Provost

University Curriculum Committee Secretary Responsibilities

- Writes and edits minutes
- Assists the Chair in organizing all curriculum change forms
- Assists Chair in preparing reports

Membership—15-16 members

Faculty Assembly will nominate one faculty representing each of the three Alpine colleges to serve on the committee. One faculty must teach core curriculum courses, one faculty must teach undergraduate courses, and one faculty must teach graduate courses (3)

Faculty Senate will nominate one faculty from any of the three RGC campuses to serve on the committee (1)

The Deans of each of the academic colleges would nominate one department chair from their colleges to serve (4)

Dean of College of Agriculture, Life and Physical Sciences

Dean of College of Education and Professional Studies

Dean of College of Literature, Arts, and Social Sciences

Dean of Graduate Studies

Dean of Rio Grande College

Registrar as ex officio

Assistant VP of Institutional Effectiveness as ex officio

Provost as ex officio

All members must be approved by the University President. All recommendations for membership will be submitted to the President following the Faculty Assembly and Faculty Senate meetings in September. The final committee membership will be approved no later than October 1st. The Provost will then convene the first meeting.

Membership Benefits

The Chair and Secretary of the Committee will receive full service credit for this committee. Other members will receive service credit in their Tenure and Post-Tenure reviews and FE-3 Annual Reviews, but may need to serve in other ways.

Membership Requirements

- All appointed members will have a three-year rotation membership
- All faculty members will be tenured
- One member will chair the Core Curriculum Sub-Committee
- One member will chair the Undergraduate Sub-Committee
- One member will chair the Graduate Sub-Committee

Meetings

- There will be a standing meeting each month of the academic year excluding September (more meetings may be called).

Calendar

- Curriculum change forms may be submitted from August through October 11, 2021
- **Suggested** submission dates include September 15 to department chairs and September 30 to deans
- **All change forms are reviewed and signed by October 11.**

Date	Activity
August 2021	Faculty may access curriculum change forms via Qualtrics posted on University Curriculum Committee website
	All core curriculum, curriculum change, and degree change forms forwarded to Department Chairs for review to sign off or raise questions
	All core curriculum, curriculum change and degree change forms forwarded to Deans for review to sign off or raise question
October 11, 2021	Deans review core curriculum, curriculum change, and degree change forms and sign off or raise questions
October 15 2021	All reviewed and signed documents are posted on University Curriculum Committee Share Point by Institutional Research

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October 18, 2021	Organizational meeting of the University Curriculum Committee/ University Curriculum Committee Chair gives access to the Share Point to all Committee members
October 29, 2021	University Curriculum Committee meets to act on submitted changes
November 15, 2021	Chair of University Curriculum Committee submits report to Faculty Assembly and Faculty Senate
December 1, 2021	Chair of University Curriculum Committee submits report to Provost
December 30, 2021	Provost submits report to the President
January 15, 2022	University Curriculum Committee Meeting to review feedback and review submission to Board Book
February 2022	TSUS Board of Regents reviews proposed curriculum changes
February 28, 2022	University Curriculum Committee Meeting
March 2022	THECB reviews and approves curriculum changes
March 28, 2022	University Curriculum Committee Meeting
April 25, 2022	University Curriculum Committee Meeting

Reviewed by President's Executive Committee-7/12/21