Curriculum Committee Guidelines

The following guidelines for submitting items to curriculum committee should be followed to ensure that items can be considered in a timely manner:

1. All pertinent forms (New Course, Course Modification/Drop, New Program, Program Modification/Drop, Credit Calculation Worksheet) can be found on the PSC website at http://prairiestate.edu/academics/academic-programs/curriculum-and-assessment/

2. Curriculum items must be initiated by a full-time faculty member. The faculty member initiating the curriculum item must attend the meeting so that they are able to present the item and answer questions. When appropriate, a faculty colleague may attend as a substitute, but items may not be presented by a dean or other administrator.

3. New courses and programs require two readings by the committee; modifications and drops require only one reading.

4. All new courses and course modifications must be accompanied by an official course outline. For modifications, a revised course outline must also be attached, or changes can be noted on the current outline. Official course outlines can be obtained from a Support Services staff person.

5. All new courses must be accompanied by a credit calculation worksheet that justifies the number of credit hours assigned to the class. One credit hour shall be defined as 50 minutes of class time plus 100 minutes spent out of class on course-related activities, for 15 weeks. For example, a 3 credit class should have $3 \times 50 \times 15 = 2250$ minutes = 37.5 hours of in-class activities and 75 hours of out-of-class activities.

6. All program modifications must be accompanied by a listing of current courses and proposed courses; all new programs must be accompanied by a listing of proposed courses. Faculty members should also provide a sample semester by semester course progression.

7. All new certificates over 30 credit hours and all new programs over 60 credit hours must include a justification for the number of credit hours per ICCB.

8. Per board policy, faculty should update their official course outlines on a regular basis. Changes to Course Prefix/Course Number, Course Title, Prerequisites, Lecture/Lab hours, Credit hours, and Course Description need to be approved by curriculum committee. Changes to the course materials, course objectives, topical course outline and methods of evaluation do not have to be approved by curriculum committee; they can be submitted directly to the curriculum coordinator.

9. Changes to separate courses must be done on separate forms. The only exceptions are lab fee increases (one form can be filled out, but the changes should be summarized on an attachment) and course drops when similar courses within a department are being dropped for the same reason.

10. For course/program modifications, all current information on the left side of the form on the first page must be filled in. New information does not need to be filled in for anything that is remaining the same.
11. The faculty member initiating the change, the chair/coordinator and the dean are expected to make sure that all paperwork is submitted correctly, without typographical errors. Any item with issues that would make it difficult for the committee to understand the item will be returned to the faculty member for revision.

12. Any faculty member who has questions or concerns about their item is encouraged to speak to either the curriculum committee chair or the curriculum coordinator. In particular, faculty are strongly encouraged to consult with the curriculum coordinator before making changes to a course or program that could possibly affect another department.

**Timelines**

13. The committee meets at 2:30 on the 1st and 3rd Wed of each month while regular classes are in session (the committee does not meet during finals week).

14. Curriculum items must be submitted to the curriculum coordinator no later than 4pm on Wednesday prior to the next meeting.

15. In order to ensure the accuracy of the catalog and master schedule, all changes must be effective on August 1 of the next academic year, and they must be submitted to curriculum committee no later than the last February meeting. The only exception is when the sole change is a lab fee.

16. Lab fee changes must be approved by the board in March; such changes can be submitted to curriculum committee no later than the first meeting in March.

17. The primary function for curriculum committee meetings in March, April and May will be to offer consultation for faculty wishing to submit items the following academic year.

18. Due to ICCB limitations, curriculum items cannot be submitted more than 12 months before their effective date.