

**MOST RECENT CHANGES**

Version 2:

1. 12/10/10: Policy was rewritten into the approved format, as per GEN 1.2.

I. POLICY PURPOSE

This policy governs the structure, role and procedures for the Curriculum Committee.

II. POLICY STATEMENT**A. Structure**

The Curriculum review and approval process operates at three levels: The Faculty Senate Curriculum Committee (FSCC), the School Curriculum Advisory Committee (SCAC), and the Screening Committee (SC). At each level, the process is faculty driven.

1. As a Faculty Senate Committee, the composition of the FSCC is determined by the Faculty Senate by-laws.
 - a. The Faculty Senate Chair will select two representatives from each School to sit on the FSCC. Should any of these positions become vacant due to unforeseen circumstances, such as illness, resignation, or any other, the Faculty Senate Chair will name a replacement.
 - b. The Faculty Senate Chair will select who chairs each SCAC.
2. Defined as a sub-committee, the SCAC is composed of:
 - a. The two FSCC School representatives, one of whom will be the Chair of the SCAC.
 - b. Up to two faculty members from each of the remaining departments within the School. These members will be appointed by the School's Dean.
 - c. The School Dean.
 - d. The Counseling representative assigned to the School.
 - e. A departmental Administrative Assistant – Ex-officio.
3. The SC is composed of:
 - a. The FSCC Chairperson
 - b. The Senior Catalog Specialist
 - c. The Registrar
 - d. The Director of Counseling and/or their representative
 - e. The Associate Vice-President for Academic Affairs
 - f. The past FSCC Chairperson
 - g. Two members of the FSCC, on rotating basis

Representatives shall be full-time faculty with a strong commitment toward CSN and willing to serve for a minimum of three years.

B. Roles of the FSCC, the SCAC, the SC and the School Dean are as follows

1. The FSCC has the following responsibilities:
 - a. Implement all current NSHE and college policies and procedures for the development and revision of courses, programs, and other elements of the curriculum.
 - b. Receive and act on curriculum and program requests submitted by the SCACs.
 - c. Reserve the right to approve, table, or refer for arbitration any curriculum request.
 - d. Serve as the approval authority for the inclusion of current and new curricular information to the catalog.
 - e. Strive for consistency and prevent/remove unnecessary redundancies in the curriculum.
 - f. Assure that all components of the curriculum adhere to the standards and policies of the Nevada System of Higher Education (NSHE) and the Northwest Commission on Colleges and Universities.
2. The SCAC has the following responsibilities:
 - a. Receive initial curricular requests from faculty.
 - b. Review the correctness of the request, including completion of appropriate forms, attachment of supporting/necessary documentation, and securing appropriate signatures.
 - c. Strive for consistency and prevent unnecessary redundancies in the School curriculum.
 - d. Follow a majority vote rule to approve decisions in curriculum matters.
 - e. Follow a set timeline in coordination with the FSCC.
 - f. Return approved requests to initiating faculty members so they can deliver them to the Faculty Senate office and be included on the corresponding SC meeting.
 - g. Return incorrect or incomplete requests to initiating faculty members for revisions as needed.
3. The SC has the following responsibilities:
 - a. Review the requests forwarded by the SCACs for correctness and clarity, Common Course Numbering-related issues, transfer and articulation issues, counseling concerns, attachment of supporting/necessary documentation, and any other relevant issues and/or concerns.
 - b. Forward approved requests to the FSCC meeting.
 - c. Return incorrect or incomplete requests to initiating faculty members for revisions as needed.
4. The School Deans have the following responsibilities:
 - a. Review the resource requirements associated with curricular requests.
 - b. Evaluate the curricular viability and integration with other programs.
 - c. Determine the relevance of the curricular request to the Academic Master Plan.
 - d. Proof current and new curricular information in the catalog.
 - e. Sign all curriculum forms after they have been processed by the SC.

III. PROCEDURE

- A. Procedures and Guidelines for submission and approval of curriculum requests to the FSCC:
1. Requests to add/delete/revise programs of study, programs emphases, and courses, as well as substantive changes in courses, will be submitted for action according to procedures detailed in this policy and in accordance with the Board of Regents policies.
 2. To initiate a request, a faculty member must submit to the SCAC Chair all required forms, supporting documents, and signatures from the appropriate Chair.
 3. Handwritten forms will **not** be accepted.
 4. The SCAC reviews and approves requests to move to the SC meeting, or reviews and returns them to the initiating faculty with recommendations for revisions.

5. The SC reviews and forwards requests to the FSCC meeting, or reviews and returns them to the initiating faculty with recommendations for revisions.
 6. The FSCC approves requests for inclusion in the catalog or returns them to the initiating faculty with recommendations.
 7. Requests for new and deactivated programs passed by the FSCC but not acted upon by the Vice President of Academic Affairs or the Board of Regents will be in abeyance for a maximum of two years.
 8. The FSCC provides forms and standards to guide and systematize the process. Representatives to the FSCC may be used as consultants to assist individuals or departments/schools in creating or changing curricula.
 9. Types of curricular changes
- B. Course proposals include:
1. New courses.
 2. Changes in existing titles and/or prefixes.
 3. Changes in existing course descriptions.
 4. Changes in existing prerequisites.
 5. Changes in credit and/or contact hours.
 6. Changes in outcomes.
 7. Deactivations.
- C. Program proposals include:
1. New programs.
 2. New program emphases.
 3. New certificates.
 4. Deactivations.
- D. All new program initiatives must have a consent approval of the Vice President for Academic Affairs for the program, emphasis, or certificate before it is presented to the Board of Regents.
- E. All new proposed degrees and/or certificates must complement the Academic Master Plan.
- F. Complete details, guidelines, and all required forms for submitting requests for curriculum additions, changes, and deletions are located on the FSCC website.
- G. Criteria for curriculum decisions: The decision to approve, table, or refer for arbitration a request will be based on one or more of the following situations:
1. All required forms have been completed appropriately, to include required signatures, and within the established timelines.
 2. All necessary supporting documents are attached to the request.
 3. The request follows Common Course Numbering guidelines.
 4. All transferability issues have been cleared.
 5. All redundancy and/or overlap issues with other departments have been solved.
 6. The request fits in and complements CSN's Academic Master Plan.
 7. There are no budgetary constraints to consider for the implementation of the request.
 8. There are no questions of Academic Freedom infringement.
 9. The initiating faculty, or a proxy, is present to introduce the request and answer questions.
 10. Other unforeseen but relevant issues.

IV. AUTHORITY AND CROSS REFERENCE LINKS

N/A

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ William R. Kerney

Signature

Faculty Senate Chair

Recommending Authority Title

12/12/2010

Date

Reviewed for Legal Sufficiency:

/s/ Richard L. Hinckley

General Counsel

12/12/2010

Date

Approved by:

/s/ Michael D. Richards

CSN President

12/14/2010

Date

VII. ATTACHMENTS

A. History

ATTACHMENT "A"**HISTORY**

- Version 2:
 - 12/14/2010: Approved by CSN President Mike Richards
 - 12/12/2010: Reviewed by General Counsel
 - 12/12/2010: Recommended by Senate Executive Committee (B. Kerney)
 - 12/10/2010: Revision Submitted by Policy Review Committee (F. Jackson)
 - Policy was rewritten into the approved format, as per GEN 1.2
- Version 1:
 - 5/14/2010: Recommended by Faculty Senate (N. Rauls)