

## GUIDELINES FOR COMMITTEE MEMBERS

Welcome to the G-SIPA Curriculum Committee! The information below should assist you in understanding the workings of the committee and your responsibilities as the representative for your department or center.

### Explanation of the Curricular Process

As the Faculty Senate rightly likes to say, “Curriculum belongs to the faculty.” We as faculty are the guardians of the curriculum and, as such, have the responsibility to oversee curricular requests not just from our departments/centers, but from every other units at the University. Every curricular proposal begins and ends with faculty oversight.

The process begins with faculty wishing to modify the current curriculum in some manner. To do so, one of 3 basic forms needs to be completed:

*New Course Proposal:* if the faculty member wishes to create a course that does not currently exist, then this form must be completed.

*Course Change/Deletion:* if a faculty/chair needs to make any changes to or to delete a currently existing course, then this form must be completed.

*Program forms:* these forms are used to create or to make changes to the curriculum or requirements of a program (e.g., major, track, certificate).

All these forms may be found in the Forms page of the Faculty Senate website: <http://facultysenate.fiu.edu/forms/currforms.html>. Note each type of change requires a different form.

With the advent of the Global Learning requirement, a new process was created which needs the Committee’s review. Courses which have been approved to be designated Global Learning courses must also be reviewed by the G-SIPA Curriculum Committee.

Once the committee approves a submission, the Associate Dean who acts as liaison to the Committee reviews the submissions and makes necessary changes. This associate dean approves the submissions on the Dean’s behalf and forwards the approved forms to the Faculty Senate.

The Faculty Senate prepares the submissions for publication in the University Curriculum Committee Bulletin. The Graduate and Undergraduate Councils review the program submissions. The University Curriculum Committee reviews the new course proposals, the course change/deletions, and the program proposals. Some program requests require a hearing; otherwise, they are reviewed and, if approved, forwarded to the Faculty Senate. The chairs of the University Curriculum Committee and the 2 councils sign the forms.

On the floor of the Faculty Senate, the chair of the University Curriculum Committee

presents a motion to approve all items on a specific bulletin. Although usually the Senate approves the bulletin as a whole, senators may question any item being presented. After the senators approve the motion, the chair of the Faculty Senate signs the forms on behalf of the Senate.

The forms then go to the Provost's Office to be reviewed.

Those approved are sent to the Registrar's Office for processing:

a) The new course proposals are sent to Tallahassee where they are forwarded to the faculty discipline representative who will assign the course a number. Once we receive a new number, a copy of the course proposal with the new number written in is sent to the department. That's how you know that the course now exists.

b) Course change/deletions are processed internally.

c) Program changes are recorded. When the new programs are assigned a code, the Registrar's Office notifies the dean's office and the department chair.

All these changes are made to the catalog.

### Responsibilities of Curriculum Committee Representatives

The Committee meets 6 times a year. Although most meetings last less than 1½ hours, some meetings may last longer. The meetings are on a Friday, beginning at 10:00 a.m. in SIPA. As a courtesy to others, members should plan to arrive on time and be present for the entire meeting.

The Monday of the week of Friday's meeting, the agenda and copies of the submissions will be posted on the G-SIPA Curriculum Committee website. Members should familiarize themselves with the submissions, particularly those of their own departments. If a member has questions about the submission from another department, s/he should be ready to present the questions/concerns when the submission is brought up for discussion.

At the meeting, someone from the department where the submission is housed will describe the proposal and explain why the new proposal or change is needed. The committee members will have the opportunity to ask questions, make suggestions, and/or raise objections. After a short discussion period, a vote will be taken. If the submission passes by a simple majority, then the submission will be considered approved.

The most effective departmental representative is the one who works closely with the appropriate members of the department in the process of creating the submission. That way, the representative, armed with information about the process learned from the meetings, can make sure that submission is as correct as possible and addresses issues of concern to the committee.

Sometimes the members of the committee will approve a submission if requested changes are made or if additional information is provided. The departmental representative is responsible to convey that information to the appropriate colleagues so that the changes required by the committee are made. Any changes or additional information required must be submitted to the Dean's Office by the following Friday. The Dean's Office will not review any

submissions that do not meet the conditions set by the committee.

Here are some of the recurring questions with submissions:

1) overlap—the material overlaps with that studied in another discipline. At the meeting, the representative of the other notices that overlap and the lack of consultation (there is no letter from the chair) and requests such a letter

2) incomplete submissions—important information is missing. Submissions should be checked to ensure that all the required information is included.

The job of the committee members is to review the submitted materials and to evaluate the value of the submission to the curriculum. The Dean's Office will review the submissions for errors and inconsistencies.

At the first meeting, the committee members will elect a chair and a vice chair. The chair will also serve as the College representative to the University Curriculum Committee. The vice chair will serve as chair whenever the chair is absent. The chair's and vice chair's terms are for that academic year.

At the end of the academic year, if the member is not continuing as departmental representative, s/he should make the effort to contact the new representative and share information about the committee and the curricular process that will help the new departmental representative be a more effective member.