

Criteria and Procedures for Curriculum Review

1. Brief description of the proposed curricula
2. Data-based rationale for proposed curricula to include verification of the lack of duplication with the MUS system
3. Entrance requirements, where appropriate (especially at the graduate levels)
4. Outlined scope and sequence of all courses in the curricula (Timeline)
5. Names of all courses and names of faculty who will teach each course
6. Letters of commitment from faculty to teach the courses with particular attention as to how courses will be accounted for within faculty loads
7. Letter of support from the Program Leader and Letter(s) of support from other Program Leaders if the proposed curriculum is using courses from other programs
8. Resources needed to carry out the proposed curricula and documentation that the department has the resources to support it...including, but not limited to, faculty time, funds to support, administrative support, and room in the existing curricula...)
9. For any new courses, submit university required new course proposals or course change documentation
10. If grant funded, how will the proposed curricula be sustained over time once the grant funds have ceased.

Procedures

1. Provide the submission criteria to the designated Program Leader for program review
2. Obtain a letter of support from Program Leader as well as other Program Leaders whose courses are being used in the proposed curriculum
3. Obtain letters of commitment from faculty to teach the designated courses
4. Submit the proposal package to the chair of the Department Curricula Review Committee
5. There will be a 2 – 4 week time period for review (may vary with the time of submission)
6. Notification of the Department Curriculum Review Committee recommendations will be submitted to the HHD Department Head
7. Department Head will notify the individual submitting the proposal of his/her decision.