**DELHI**

**College of Technology**

**State University of New York**

**OFFICE OF ACADEMIC PROGRAMS & SERVICES**

Policies and Procedures for Curriculum Development and Revision

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| 1. | Curriculum proposals are developed by faculty in the School responsible for providing the program. |
| 2. | a.) Before the proposal leaves the School, it must have approval of program faculty, program director(s) and dean. Within the School, the proposal is judged on its academic merit, its relation to the program, and its feasibility within the resources of the School.  b.) A proposal developed by one School in response to or primarily for the benefit of another School requires approval by both Schools and both program directors and deans prior to submission to the Curriculum Committee.  c.) A non-Liberal Arts and Science (LA&S) course seeking General Education (GE) approval must be developed in conjunction with an LA&S faculty member representing the GE area. Proposals will not be considered unless they are approved by the School of origin and the School of Liberal Arts and Sciences. |
| 3***.*** | Prior to submission to the Curriculum Committee, new course and new program proposals must be submitted to the Director of the Library or designee for a statement of impact to be included in the proposal sent to the Curriculum Committee. |
| 4. | Proposals having School approval are to be emailed on the proper form to the Secretary of the Provost by the established deadline of the scheduled Curriculum Committee meeting at which the proposal will be considered. |
| 5. | Proposals for new academic programs and certificates must seek Curriculum Committee approval for the program outline (course grid) and any new courses before submitting SUNY Form 2A, 2B, 2C, 3A, or 3B to the Provost for approval. Proposals must include measurable learning outcomes as per the College catalog. \*For follow-up, see below. |
| 6. | Forms:   1. For **new course development and extensive revisions of an existing course**, complete Parts I and II of the New Course Proposal Form. Include a statement of targeted learning outcomes, detailed course content, and a statement pertaining to assessment for these outcomes. Please consider your responses to these questions carefully. 'Not applicable' is rarely a sufficient response. 2. Course proposals to take an existing course to online **format** need only complete Part I of the New Course Proposal Form. 3. The New Program or Program Changes Form is used for new program development and changes in program requirements. 4. Changes in student learning outcomes, course objectives, pre-requisites, alphanumeric, credit hours, Carnegie units, descriptions or title **only** use the Short Form. 5. To propose a pilot course, use the Pilot Course Approval form. |
| 7. | The Chair of the Curriculum Committee will notify the faculty, program director(s) and dean of the inclusion of the proposal in the Curriculum Committee agenda. Appropriate faculty shall present the proposal and respond to questions at the meeting. |
| 8. | If a course is intended to be offered the following semester, the proposal must be submitted and approved prior to development of the printed class schedule (usually October and March). |
| 9. | Pilot Courses – Pilot courses provide faculty the opportunity to offer a course while it is in the final stages of development. The Provost approves all pilot courses. The Pilot Course Approval form must be submitted to the Provost electronically by the Dean of the School where the course is to be offered**.** The Provost’s office will notify the Dean of the relevant School, the Registrar’s office, and the Chair of the Curriculum Committee of any approved pilots. Approval of a pilot course by the Provost is only valid for one semester. Courses must seek Curriculum Committee approval following standard procedures, as described above, if the course is to be offered in subsequent semesters. |
| 10. | The Curriculum Committee votes to recommend approval or disapproval of the proposal by the College Senate and College President. No proposal, regardless of Curriculum Committee action, is accepted or rejected until the **Provost** notifies all involved parties in writing of the status of the proposal, based on the decision of the College Senate and the College President. |
| 11. | The function of the Curriculum Committee is to explore the impact of all proposals on the various segments of the College. Although the Committee presumes the academic quality of each proposal, it may ask questions relating to academic merit for clarification. |
| 12. | The Provost reserves the right to call an emergency meeting of the Curriculum Committee when deemed necessary.  \*Submission of academic program proposal - See Memorandum to Presidents, Vol. 96, No. 1, 5/16/96, and booklet outlining New Guidelines for the Submission of Undergraduate Academic Program Proposals. |
|  | Deactivate academic program - See Memorandum to Presidents, Vol. 88, No. 10, 12/28/88 |