

Recommendations | Curriculum Task Force

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Task Force Participants

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This document will eventually need to be formatted for official policy, but the purpose of this draft is to make sure that content is accurate.

Curriculum Task Force Operating Guidelines

Goal

The goal of the Curriculum Task Force is to create recommendations that will successfully merge CSM, AHSS, the School of Education, and Interior Design, and Apparel, Retail Merchandising, & Design curriculum policy.

Deliverables

The members of the Task Force Committee discussed how to create a structure for the CAS College Curriculum Committee Policies & Procedures to navigate through the merge of CSM, AHSS, the School of Education, and Interior Design, and Apparel, Retail Merchandising, & Design curriculum policies.

The recommendations for the CAS College Curriculum Committee Policies & Procedures are broken down in the following 3 categories:

1. Membership (composition/discipline representation, term length, number of committee members and alternates, chair appointment, member eligibility)

-The CAS College Curriculum Committee will be composed of six (6) faculty representatives who will serve three-year terms as voting members. Each one of the units, *(1) Humanities: English; History, Philosophy, and Religious Studies; Modern Languages (2) Social Sciences: Communication; Criminal Justice, Political Science; Sociology and Anthropology (3) Arts: Architecture, Landscape Architecture and Emergency Management, Visual Arts; Music; Theatre Arts (4) School of Education (5) Science Cluster: Biological Sciences, Chemistry & Biochemistry, Psychology (6) Math Cluster: Mathematics, Statistics, Physics*, will elect one faculty representative as member the CAS Curriculum Committee. The College will provide rules about how the Divisions elect their primary and alternate representatives for the CAS Curriculum Committee. It is recommended that election is based on a rotating basis within these units so that every department is represented, and faculty is not overwhelmed with service.

- Members who have served two consecutive full three-year terms are not eligible for immediate re-election.

- The chair of the CAS Curriculum Committee will be elected from the elected members of the committee at the beginning of each academic year.

- Each department or school in the college will designate one faculty member to serve as liaison to the college curriculum committee. When questions or concerns arise about a particular curricular proposal, the CAS College Curriculum Committee (CCC) may invite the relevant department liaison and/or the proposal initiator to participate in CCC processes as is appropriate.

2. Meetings (frequency, quorum rules, voting procedures, minutes)

- The CCC will hold at a minimum two regularly scheduled face-to-face meetings each academic year, one in early fall semester and the other in late spring semester. The date, time, length, and frequency of these meetings will be determined as soon as possible at the start of each semester.

- A quorum will consist of a minimum of two thirds ($\frac{2}{3}$) of the voting members.

- If a CAS CCC member cannot attend a scheduled meeting, this person is strongly recommended to arrange for an alternative representative from their unit.

3. Committee Charge (general responsibilities, communication requirements with college)

- Review and suggest edits to submitted curriculum documents, including syllabi, for adherence to NDSU requirements (NDSU Policy 331.1). Roll back proposals as necessary to ensure that proposals moving forward beyond the CAS College Committee meet requirements.

- Strive to ensure that all parties that might be affected by a given curricular change have been consulted. If there is an overlap/conflict for a proposed program or curriculum change, the Chair of the CAS CCC ~~committee~~ will reach out to the Department chair for clarifications.

- Ensure that adequate discussion of potential overlap with existing courses has occurred.

- Ensure that consistency of the proposed course material with the level and number of credits proposed has been adequately addressed by the submitting departments.

- Ensure that departments have adequately addressed the impacts of the proposed changes on their degree programs, including impacts on program assessment.

- Recommend and maintain standards leading to approval for graduation from the academic programs of NDSU.