

## Final Draft 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 revised draft based on received feedback 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. In this way, 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 conduct business at meetings scheduled at the discretion of the committee, as well as communicate digitally depending on the volume of proposals to review.

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

- Decisions will be made by a majority vote.

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

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

To ensure that proposals moving forward beyond the CAS CCC meet requirements, the committee is responsible for the following:

-Review and suggest edits to submitted curriculum documents, including syllabi, for adherence to NDSU requirements (NDSU Policy 331.1).

-Strive to ensure that all parties that might be affected by a given curricular change have been consulted, and that adequate documentation of consultation is attached to the proposal in CourseLeaf. If there is an overlap/conflict for a proposed program or curriculum change, the Chair of the CAS CCC 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, as per information in the current University Catalog.

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

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

-If changes to a proposal are needed, the CAS CCC will roll back proposals as necessary.

-Consideration will be given to efficient advancement of proposals in CourseLeaf.

-Consideration will be given to consistency regarding the types of changes that require rollback and the types of minor adjustments that can be accomplished without rolling a proposal back.

-When a rollback occurs, the committee will provide a clear explanation of why the proposal is being rolled back and what changes need to be made.

-When an updated proposal that was previously rolled back returns to the CAS CCC in CourseLeaf, the updated proposal can be advanced by the CAS CCC Chair or designated committee member if the committee previously voted to approve it with certain changes, and those changes clearly have been made.

- Additionally, the CAS CCC is responsible to determine which two faculty members will represent CAS on the University Curriculum Committee. [Note: Once departmental grouping is determined, and procedures for elections and rotations come into clarity, additional guidance for determining CAS representation on UCC can be added here.]