

PROGRAM CURRICULUM COMMITTEES

Approved by Faculty Senate, 5/1/2019

Proposed: Course and Program Development Policy

To ensure courses and programs are periodically and consistently reviewed across the university, the following curriculum development policy guides Arkansas Tech University. It should be noted that this policy does not apply to programs already reviewed by outside accrediting or certifying bodies, as such bodies already ensure program quality through their accreditation or certification processes. In addition, such reviews already widely occur throughout the university. The purpose of this policy is to formalize such processes, to ensure they are reported on, and to ensure no programs or courses are missed in the process.

1. Each program or department will establish a curriculum committee that will meet regularly to review the curriculum and courses for their programs. Smaller programs or departments may choose to have a department or college curriculum committee instead of a program committee. The committee's duties include the following:

- to review curriculum and courses within their programs, to suggest changes (i.e., proposing new courses, deleting outdated courses, cosmetic course changes etc.),
- to review syllabi to ensure compliance with the standards listed in the ATU Faculty Handbook (see the Faculty handbook, <https://www.atu.edu/academics/facultyhandbook.php>, p. 139) and the Arkansas Course Transfer Act,
- to recommend means to implement changes and to report on the changes suggested to the respective department head,
- to ensure consistency of learning outcomes among multi-section courses.

2. The program/departmental curriculum committees should be made up of 3-5 members. Effort should be made to include a variety of perspectives, including different instructor and delivery models including but not limited to:

- * all campuses
- * concurrent education
- * tenure-track faculty / instructor-taught courses
- * adjunct-taught courses
- * online delivery
- * face-to-face delivery
- * internships / practicums / etc.

For example, adjunct instructors and representatives from the Ozark campus should be consulted when reviewing curricular issues and may be included on the committees. Curriculum reviews should be coordinated with the program reviews/specialized accreditation/certification reviews that are already

taking place. Curriculum review should take place every 3 years, once with program review and once between.

3. All changes/revisions to curriculum must be based on and justified by data (such as instructor evaluations of the course, changes to the field, faculty expertise, etc.).

4. The program/departmental curriculum committees will forward their recommendations to the department head and program faculty. The department head will guide any changes through the university curriculum change process, as needed. Also, a departmental representative should document the decisions of the program/departmental curriculum committees as part of assessment reporting through Weave or whatever database is used by the Office of Institutional Assessment.