

Course and Curriculum Review

To ensure courses and curricula are periodically and consistently reviewed across the university, the following departmental curriculum review process guides Arkansas Tech University. It should be noted that this process does not normally apply to programs reviewed by outside accrediting or certifying bodies, as such bodies already ensure program quality through their accreditation or certification processes. (Note: in the event that the external review does not include a review of the curriculum, the process noted here will apply.) In addition, such reviews already widely occur throughout the university. The purpose of this document is to formalize such processes, to ensure they are reported on, and to ensure no programs or courses are missed.

Departments determine the method by which they will comply with the review process, in consultation with their dean.

Essential review elements:

- to review curriculum and courses within departmental programs, to suggest changes (i.e., proposing new courses, deleting outdated courses, modifying course prerequisites, evaluating/modifying the catalog description, cosmetic course changes etc.),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 a 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, and
- include a variety of perspectives in the review, 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.

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.).

Timeline:

As a precursor to a programmatic accreditation visit or to the standardized program review mandated by the State of Arkansas, courses and curricula should undergo quality review, at a minimum, every three years. Reviews of courses and the curriculum should be uploaded to Weave as evidence.

Process for changes:

Changes identified through the departmental curriculum review process will then be sent through the normal faculty governance institutional committees (i.e., General Education Committee and Teacher Education Council [when appropriate], Curriculum Committee, Faculty Senate, and Graduate Council).

Approved by Faculty Senate 5/1/2019

Modified and approved by Deans 3/3/2020