

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Curriculum Development
SRSU Policy ID: FH 4.01
Policy Reviewed by: Executive Vice President and Provost
Approval Authority: President of the University
Approval Date: April 2, 2019
Next Review Date: April 2, 2024

The policy on curriculum development at Sul Ross State University is based on the philosophy that the faculty and administration are responsible for developing sound academic programs that are within the role and scope of the institution and that meet the standards of the institution and the appropriate accrediting bodies. The faculty and administration will be involved in all matters relating to curriculum development; these include additions, deletions, and changes in existing courses and programs; the published schedule of course offerings; the general degree requirements for all academic programs, and assessment of academic programs for accreditation and continuous improvement purposes.

The following procedures should be followed:

- A. Department chairs shall assign faculty members to serve as program coordinators for each academic-degree program. These coordinators are responsible for leading the degree program, and they must be competent and qualified senior academics (as specified by SACSCOC 6.2.c.). They maintain the program annual reports, including student learning outcomes and assessments, on the software platform. They collaborate with faculty who teach the program courses to collect assessment data for summer sessions and fall and spring semesters. They complete annual reports by May 31 that include assessment results and plans for the use of results in the ensuing academic year. They also participate in the annual peer review that is held each August. Program coordinators report directly to the department chair, and they get support from the SACSCOC faculty liaison and the Office of Institutional Effectiveness.
- B. Each spring semester, faculty members who teach core-curriculum courses shall meet with the department chair to evaluate samples of students' work in designated skill areas (six total) and develop an improvement plan to implement during the ensuing year. The improvement plan will be maintained by the department chair or designee on the software platform annually. (This process supports university compliance with SACSCOC 8.2 b.)
- C. At least once each long term (fall and spring semesters), the faculty members of each department shall meet as a curriculum committee to review the course descriptions, degree plans, student learning outcomes, and proposed changes in the disciplines for which the department is responsible. The departmental curriculum committee will consist of all faculty members, including the program coordinator, in each department with the chairperson of the committee determined by the faculty members. Recommendations of this committee will be given directly to the department chairperson.
- D. The department chairperson will review the recommendations of the faculty committee, add written comments as appropriate, and forward the recommendations to the appropriate college dean.

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

- E. The college dean will review the recommendations from the departments and submit them with comments in writing to the executive vice president and provost. The dean may seek the advice of a college-faculty committee composed of representatives from each department in the division if the recommendations are likely to have some effect on courses or programs in other departments in the division.
- F. The executive vice president and provost will present the curriculum recommendations to the Curriculum Council. The council will serve as the coordinating body on curriculum matters for the entire institution and will make recommendations to the president. The council will seek the recommendations of the Teacher Education Council and the Graduate Council on matters relating to programs for which these councils have responsibility before making final recommendations.
- G. The president will act on the recommendations of the Academic Policy Council and submit those which he approves to the board of regents for its consideration.
- H. When the board of regents has acted, the results will be communicated by the executive vice president and provost to the college deans, divisions, and departmental chairs. The executive vice president and provost will submit the results as may be required to the Texas Higher Education Coordinating Board.
- I. New programs and substantive changes are forwarded to the Office of Institutional Effectiveness to be submitted to SACSCOC for review.