

Curriculum Proposal Sponsor(s) Responsibilities and Expectations for Proposal Submissions

Designating a sponsor:

All curriculum proposals must include at least one faculty sponsor. Tenured and tenure-track faculty members, instructors, and lecturers may be lead sponsors of a curriculum proposal. “3/4-time” faculty members, contingent faculty members (“adjuncts”), and professional staff should not sponsor or co-sponsor curriculum proposals.

Each proposal will have one lead sponsor who is the main point of contact for the curriculum proposal and who will bear primary responsibility for the proposal throughout the review process. Proposals may also have one primary co-sponsor. In the case of interdisciplinary curriculum proposals, the lead sponsor should be from the co-sponsoring department that has the primary curricular and administrative roles.

Using the appropriate guidelines for the type of proposal being submitted:

Proposals must provide the required content as specified in proposal guidelines. Sponsors should present their proposal logically and clearly so that readers who are not familiar with the sponsoring department’s program are able to understand, approve, and ultimately implement the proposal. If a sponsor has questions about which guidelines to use, they should contact the Senate Curriculum Committee Chair in advance of submitting a proposal for consideration.

Submitting the proposal by the proposal submission deadline:

Regardless of proposal type, a proposal must be approved by the sponsor’s department curriculum committee chair, department chair, department head (if applicable), by their college’s dean or designee, and by their college’s curriculum committee prior to the university-wide proposal submission deadlines set by the Senate Curriculum Committee Chair and the University Senate President.

The OnBase curriculum software requires a sponsor to submit a complete proposal in order for it to move forward at any stage in the review process. Therefore, a lead sponsor should plan to draft their proposal and secure any documentation that is required for that particular proposal at least one semester or summer prior to submitting the proposal to the first approver (the department curriculum committee chair). Note: in the case of new degree program proposals it is strongly recommended sponsors begin the preliminary authorization and drafting processes at least one year in advance of proposal submission.

Once the proposal is submitted, the OnBase program will generate for it a unique proposal number. Sponsors should reference that curriculum proposal number in any communication concerning the proposal.

Providing required documentation - library resource form:

Certain proposal types require a Library Resource Form; those are: new course proposals; new degree-related program or new certificate proposals (Minor, Concentration, Certificate of Undergraduate Study or “CUGS,” Certificate of Graduate Study or “COGS,” Certificate of Advanced Graduate Study or “CAGS,” Certificate of Post-Baccalaureate Study); new degree program proposals (BA, BS, MA, MS, PhD). The only new degree program proposal types that do *not* require a Library Resource Form are combined advanced dual degree programs that typically are created from existing undergraduate and graduate degree programs, i.e. “4+1” proposals.

Library Resource Forms are completed by department library liaison representatives. When a new program is being proposed, one library form may suffice for the new program and any new courses being created for that new program. Please note, however, that the single form: must list all new course titles in addition to the new program’s title; program titles and course titles listed on the form must correspond correctly to those listed in all of the related curriculum proposal; last, a copy of the form must be part of *every* related proposal.

<https://sites.rowan.edu/senate/docs/curriculum/20172018LibraryResourceFormEditablePDF.pdf>

Providing required documentation - program guides or equivalent advising documentation:

Program guides detail/explain how a new course(s) or program changes affect the program as a whole (including credit hours). Any curriculum proposal submitted for review must include a program guide or equivalent, pertinent advising documentation (such as a complete/updated electives list or an updated advising sheet) that reflects clearly all changes being requested by a lead sponsor. Sponsors should either highlight the proposed changes or use a bright and easily legible font color (e.g. red) so changes may be located quickly within program guides by approvers and by the Registrar’s Office.

With particular regard to proposals that impact undergraduate programming at Rowan University: If a sponsor is proposing a new undergraduate course, a new undergraduate degree program, a new undergraduate degree-related program, or if they are proposing any changes to existing undergraduate courses or existing degree or degree-related programs that require updates to a program guide, the sponsor must include with their proposal *updated versions of two types of program guide*: one that reflects the former General Education model and one that reflects the new Rowan Core model. This curriculum proposal requirement will be in effect until all students who are following the former model (or who are eligible to follow the former model) have graduated from or have left Rowan University.

For the newest version of the Rowan Core program guide template, go to the Learning Assessment and Rowan Core committee website or contact the LARC committee’s Chair for assistance.

https://sites.rowan.edu/senate/policy_committees/larc.html

Using the appropriate curricular terminology:

Proposals must follow current curricular definitions and use curricular terms appropriately; for details, refer to the SCC page, “Curriculum Definitions and Parameters for Degree and Degree-Related Programs.”

Referring to programs and courses consistently and correctly:

Sponsors always should ensure that any information provided about a program or course is correct. Program names and course titles must be correct and also consistent throughout the proposal. For instance, any time a course is mentioned in a proposal, the course’s two- to four-letter prefix, five-digit number, and full title should be provided as well. In the case of new course proposals, sponsors are advised to contact the Registrar’s Office to confirm the proposed course’s proposed number is available for use.

Adequately explaining the proposal’s curricular effect:

All curricular proposals by their essence have an effect on students, their academic and/or professional preparedness, on the program(s), and/or on the department. Curricular effect must always be explained, if even briefly. Sponsors should anticipate questions about student progress through their programs and explain, explicitly, any increase or decrease in program hours as well as the pedagogical/instructional merit of the proposal that may occur as a result of the proposed change(s). Note: if a proposed change to an existing course involves adjusting the course’s number of credit hours and that change also impacts a program’s overall hours, the sponsor should submit a companion “changes to an existing degree/program” proposal.

Providing adequate support for any special designations requested:

Special designations generally apply only to course proposals. If a Writing Intensive or Rowan Core Literacy designation is requested, the proposal must explain specifically how the course meets the that designation’s criteria.

- Writing Intensive Course Designation Criteria: <https://sites.rowan.edu/senate/docs/curriculum/WIObjectives.pdf>
- Rowan Core Literacies Criteria: https://sites.rowan.edu/senate/policy_committees/larc.html

Obtaining consultation letters:

Sponsors must obtain consultation letters from any department chair or program coordinator whose department or program may be impacted directly or indirectly by the proposal. This includes contacting departments offering courses or programs with related subject matter, as well as requesting consultations for proposals in which course prerequisites are being changed and those prerequisite courses are drawn from other departments.

While sponsors have the responsibility to request the necessary consultation letters, *consulted parties have a responsibility to respond to such requests in a timely fashion.* If due diligence in seeking consultation letters is

demonstrated by a sponsor, then proposals can, in most cases, move through the approval process even without the requested letter(s).

Consult letters typically focus on a proposal's logistical and pedagogical aspects and should be seen as an opportunity to best implement the proposed curricular changes in a collaborative way. If a sponsor receives a consultation that raises questions or concerns about some aspect of the proposal: depending on the criticism(s), they are expected either to revise the proposal or they may choose to address the consultant in a formal response.

Appearing at college and university review hearings:

The lead sponsor (or a knowledgeable designee) is required to appear at all open hearings related to their proposal(s). Should a sponsor or an appointed representative not appear at a hearing, the proposal will not be reviewed at that hearing, nor will it move forward in the review process.

Note: all proposal types require a college-level open hearing. All major proposals (new degree program proposals; new degree-related program proposals; proposals making four or changes to existing degree and degree-related programs; quasi-curricular proposals) require open hearings held by both the college and senate curriculum committees. All new degree program proposals, new degree-related program proposals, and quasi-curricular proposals also require an open hearing/presentation to the full University Senate for a formal vote.

Revising and resubmitting proposals:

Revisions may be requested at any point in the curriculum review process; a sponsor (and co-sponsor) will be notified that revisions are required through an automatic email generated by the OnBase curriculum software. Once a sponsor is notified, it is their responsibility to revise the proposal in a timely fashion. Proposals requiring revisions will not move forward in the review process until they have been completed by the sponsor and are accepted by the approver requesting those modifications.

Checking the status of a proposal:

The OnBase curriculum software automatically sends email notifications designed to help all proposal stakeholders track a proposal's status. Any time a proposal moves forward in the review process, an email notification will be sent to sponsors, co-sponsors, and any prior approvers. Stakeholders may expect to receive these notifications until the proposal is approved by all reviewers and the changes outlined therein are implemented by Rowan's Office of the University Registrar. Sponsors should not publicize formally any curricular changes or act on those changes in any other way until after they have received the final notification from the Registrar. From start to finish, sponsors should plan for the review process to take one year.