College of Health Professions
Curriculum Committee
Policy and Procedures

The following outlines the responsibilities of the Division, the Department Chair, the Curriculum Subcommittee of the Faculty Assembly, and the Associate Dean for Academic Affairs (ADAA) in the curriculum process

Division
1. Ensures curriculum meets program accreditation requirements and college level criteria for evaluating requests.
2. Determines course requirements including: schedule, faculty, and placement of courses in curriculum, content, resources.
3. Recommends credit hours, instructional methods, evaluation methods.
4. Performs curriculum and course outcome assessments.
5. Receives approval from Department Chair.
6. Submits curriculum/course changes for review and recommendations for approval by the Curriculum committee and ADAA. Documents to be submitted include:
   - Request for Curriculum Change Form
   - Course Request Form
   - Course Syllabus
   - Curriculum
   - Bulletin Update Form

College Curriculum Committee
1. Reviews all requests at the monthly meeting
2. Requests further information from the division as needed
3. Assures that request meets college criteria
   Criteria:
   - Clear purpose/need for course additions, deletions, modifications
   - Changes in total credit hours per semester/course of study are appropriate
   - Necessary resources identified
   - Course syllabus contains essential components (see Appendix A)
   - Confirmation from program of alignment with accrediting body
   - Compliance with CHE/SACS (ADAA will confirm)
   *Recognizing that the curriculum belongs to the Program, the committee’s responsibility is to ask questions and facilitate discussion to best determine alignment with criteria.
4. Makes recommendations regarding approval
5. Responds to and advises faculty/programs on curricular issues in addition to formal requests
6. Prepares annual report of status of curriculum changes as relates to strategic initiatives and college level criteria.

Dean's Office
1. Oversees curriculum process and informs divisions and curriculum committee of procedures
2. Maintains a curriculum timeline. Keeps records of current curriculum and curriculum changes; maintains online minutes.
3. Initiates and responds to requests from curriculum committee on college curriculum issues.
4. Organizes date/time/notification of meetings.
5. Assists Curriculum Committee with curriculum issues.

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6. Reviews Curriculum Committee recommendations on major and minor changes and makes approval/non-approval decisions. Informs department/program and enrollment services of approved and non-approved changes.

**Categories of Curricular Requests**

A. **Minor Changes**: Changes in established curricula such as re-sequencing courses in the curriculum, moving courses to different semesters, and redistributing content from one course to another course resulting in changing credit hours (among others). Some minor changes do not need full committee review. See Appendix B for further details.

B. **Major Changes**: Changes to the curricula such as the creation of new courses, new tracks, major course additions/deletions, significant changes in curriculum direction, content, audience, delivery format, or purpose, and changes in total required credit hours for curriculum completion.

**Process**

All requests should be submitted to the Associate Dean for Academic Affairs (ADAA) by the deadlines described. Requests must be submitted on the appropriate online forms as approved by the Curriculum Subcommittee. Forms are located on the Office of Academic and Faculty Affairs website and include:

- Request for Curriculum Change
- Course Request
- Bulletin Update

1. Request must first be approved by the Division curriculum committee, if one exists, the Division Director, if applicable, and the Department Chair. All faculty within the Division must be informed of the requests being submitted to the CHP Curriculum Committee and given the opportunity to provide feedback on the proposed request to the Division Director.

2. Curricular change requests will be forwarded to the ADAA who will distribute to the committee. The committee will review and make recommendation regarding approval. The ADAA will notify divisions/programs of committee recommendations and final action and forward approvals to the OEM for course activation.

3. All requests should be submitted to the ADAA following the timeline posted on the Office of Academic and Faculty Affairs website.

4. The administrative coordinator will notify the program and student service coordinator via email with confirmation of changes.

**New Program or Degree Approval**

The development of new programs and changing the degree level of an existing program, such as in moving from a master’s degree to a clinical doctorate, must be presented to the CHP Leadership Council in the college for approval. Following approval by CHP Leadership Council, the MUSC Education Advisory Council, Dean’s Council, the Board of Trustees, and Commission on Higher Education, the curriculum requests for implementation of the new degree or new program are presented to the curriculum committee for approval.
### Required Components
- University, College, Division, Program Name
- Course Title and Number
- Credit Hours
- Semester, Year, Days of Week, Time
- Course Instructor(s)/Contact Information
- Course Description
- Course Objectives
- Required Text(s)
- Grading Criteria (P/F, Merit)
- *Assignments/Weighting/Time Frames
- *Course Schedule/General Topics
- E-value Statement (if course is being evaluated)
- Honor Code Statement

### Optional Components
- Attendance Policy
- Dress Code
- Instructional Strategies
- Use of Technology

*When developing a new course, the committee understands that these components may contain general information.

#### E-value Statement
It is a requirement of the Medical University and the College of Health Professions that each student complete an on-line evaluation of this course. An e-mail will be sent to your MUSC e-mail account prior to the end of the course providing you with a link to the on-line course evaluation. The evaluation is short and should only take a few minutes of your time. We expect your participation as a mechanism to ensure that we continue to improve the educational quality of every course and program in the College of Health Professions. We appreciate your efforts to keep all comments constructive and professional. **Please be assured that all student input is completely confidential.** There is no mechanism to track comments or scores back to a particular student. Faculty and program directors will only receive a summary of the scores and a summary of the typed comments.

#### Honor Code Statement
Include link to policy in statement:
[http://academicdepartments.musc.edu/esl/studentprograms/honorcode/](http://academicdepartments.musc.edu/esl/studentprograms/honorcode/)
College of Health Professions
Curriculum Committee
Appendix B—Full Committee Review

When curriculum requests are placed, the committee asks that a member of the faculty attend the committee meeting in order to explain the changes and/or answer any questions. However, some minor requests do not need to go before the full committee, and faculty would not need to attend a meeting. Examples of such changes include:

- Semester in which a course is offered
- *Variable credit hours
- Course title

*Changing the set credit hour of a required course would need to go before the committee.

All documentation must be completed and submitted for ANY changes as the appropriate signatures must still be obtained.

Even though the Bulletin is updated when curricular changes are made, the division may make additional changes to the Bulletin at any time. Minor tweaks and changes to course descriptions need not go through the committee. It is encouraged that faculty periodically review the Bulletin for accuracy. It is not the responsibility of the committee to ensure the Bulletin is accurate.

If you have any questions regarding curricular change requests, contact the Associate Dean of Academic Affairs.