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SUU Policy 6.8 - Development/Revision of Curriculum & General Ed

SUU [suu.edu/policies/06/08.html](https://www.suu.edu/policies/06/08.html) (<https://www.suu.edu/policies/06/08.html>)

POLICY #6.8

SUBJECT: Development and Revision of Curriculum and General Education

I. PURPOSE

The purpose of this Policy is to establish policy for undergraduate, graduate, and continuing education curriculum development and revision, as well as the operating structure of the General Education Committee.

II. REFERENCES

1. Essential Learning Outcomes (ELO) and SUU ELO Definitions
(<https://www.suu.edu/././academics/provost/resources.html>)
 2. Southern Utah University Policy 6.46 Academic Scheduling and Calendar
(<https://www.suu.edu/46.html>)
 3. Utah System of Higher Education Policy R401 Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports
(<https://public.powerdms.com/Uta7295/tree/documents/2028740>)
 4. Utah System of Higher Education Policy R470 General Education, Common Course Numbering, Lower-Division, Pre-Major Requirements, Transfer of Credits, and Credit by Examination
(<https://public.powerdms.com/Uta7295/tree/documents/1826311>)
 5. Utah System of Higher Education Policy R473 Standards for Granting Academic Credit for CTE Course Work Completed in Non-Credit Instructional Formats
(<https://public.powerdms.com/Uta7295/tree/documents/1826322>)
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III. DEFINITIONS

N/A

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1. Curriculum

1. Departments and programs are expected to regularly and systematically review their curriculum, including comparisons with peer institutions, accreditation/certification criteria, revisions of syllabi, and other changes deemed necessary in the discipline.
2. Curriculum Committee Membership and Structure
 1. The curriculum change and/or review process operates at three (3) basic levels: University Curriculum Committee (UCC), College/School Curriculum Committee (CCC), and Department Curriculum Committee (DCC). The Professional Education Curriculum Committee (PECC) is consulted as needed for education curriculum.
 1. The UCC is composed of one (1) elected or appointed voting member from each College/School and the Library (to be determined by the faculty within the College/School according to agreed-upon processes), and non-voting representatives from Faculty Senate, SUUSA, the Registrar's Office, and Academic Advising. The UCC is chaired by a designee from the Office of the Provost who votes only in case of a tie.
 2. The CCC is composed of elected or appointed representative(s) from each DCC within the College/School (to be determined by the faculty within the College/School according to agreed-upon processes). The Dean of the College/School or an appointed representative serves as the Chair of the CCC.
 3. Each DCC is composed of elected or appointed representative(s) of the department faculty (to be determined by the faculty within the department according to agreed-upon processes). The Department Chair or an appointed representative serves as the Chair of the DCC.
 4. Professional Education Curriculum Committee (PECC) membership is determined by the Department of Teacher Education.
 1. The PECC is tasked with determining if curricular changes will affect students' ability to license or gain an endorsement in Utah K-12 education.
 5. Membership of DCC, CCC, PECC, and UCC is to be determined and shared with the Office of the Provost by May 15 for the subsequent academic year.

3. Curriculum Committee Roles and Responsibilities

1. At the Department level:

The faculty review and decide whether to revise the curriculum, originates curriculum proposals, and submits them to the DCC for consideration. Each DCC may develop their own evaluation criteria for curricular changes commensurate with their disciplinary standards. Departments review each proposal to ensure budgetary adequacy and instructional resources are sufficient to support the new or modified curriculum.

2. At the College/School level:

The CCC will conduct a substantive review and decide whether to approve the curriculum proposals based on their own evaluation criteria commensurate with their disciplinary standards. Colleges/Schools review each proposal to ensure budgetary adequacy and instructional resources are sufficient to support the new or modified curriculum.

3. At the University level:

The UCC receives and acts on undergraduate and graduate curriculum proposals submitted by the CCCs. The UCC also reviews and acts on continuing education curriculum proposals that include a course prefix and number. The UCC is tasked with:

1. Ensuring consistency in the curriculum;
2. Ensuring appropriate alignment between learning outcomes, learning activities, and assessment methods in the curriculum;
3. Confirming that prior levels have reviewed each proposal to ensure budgetary adequacy and instructional resources are sufficient to support the new or modified curriculum;
4. Identifying redundancies in the curriculum and making recommendations on solutions; and
5. Encouraging collaborative curriculum development.

4. Curriculum Development and Revision

1. The Office of the Provost shall establish a process for curriculum development and revision that all faculty may access.
 2. Curriculum workflow and approval queue at Southern Utah University are as follows:
 1. Originator/initiator of curriculum proposal;
 2. Department approval(s), including the Department Curriculum Committee;
 3. Catalog and curriculum check from the Office of the Provost staff;
 4. Professional Education Curriculum Committee (if applicable, for curriculum that affects undergraduate teacher education programs and courses);
 5. College/School approval(s), including the College/School Curriculum Committee;
 6. University Curriculum Committee; and
 7. General Education Committee (if applicable, for courses that seek to add, modify, or remove General Education designation).
 3. All approved curriculum proposals from the UCC and GEC (if applicable) are forwarded to the Deans for review, and then to the Provost (or designee) for final approval.
 4. Upon final approval of the Provost (or designee), the curriculum proposals will be included in the next available General Catalog. Some items, such as new program proposals, will require additional approval before being included in the General Catalog, such as the Board of Trustees, the Utah Board of Higher Education, and/or institutional or specialized accreditors.
 5. New, modified, and discontinued academic program proposals must adhere to the requirements outlined in the most recent Board of Higher Education Policy R401, Northwest Commission on Colleges and Universities (NWCCU) standards, and/or of specialized accreditation organizations.
- #### 5. Other Curriculum Considerations
1. Consistent with Policy 6.46 (<https://www.suu.edu/46.html>), all course curriculum modifications must be approved through the Provost's level by December for implementation in the following academic year.
 2. The curriculum approval process is separate from the budget process. Curriculum changes should be resource-neutral. Course and program proposals submitted by Colleges/Schools carry no implicit request for supplemental funding or financial resources. Separating these two processes allow both to retain their independence and fidelity. It is the responsibility of the College/School Dean (or designee) to support the change and/or obtain/provide supplemental funding as needed.

2. General Education

1. The General Education Committee (GEC) provides quality oversight of all General Education (GE) courses at SUU. The committee ensures compliance with state-mandated GE policies and alignment with SUU's strategic and academic plans.
2. Membership: The GEC includes the following members:
 1. One (1) representative from each academic College or School and the Library. Up to one additional faculty representative at the discretion of the chair(s) to ensure representation for each GE core and knowledge area. Faculty representatives are voting members and serve a three-year term. Faculty representatives are recommended by the Dean of each College or School and the Library, and approved jointly by the Provost's Office and the President of the Faculty Senate. Faculty representatives include tenured, tenure-track or non-tenure track with the rank of assistant professor or higher;
 2. A designee selected by the Provost who serves as chair of the committee and votes only in case of a tie. A voting faculty representative may be selected to act as co-chair by the GEC;
 3. One (1) representative from the Faculty Senate (ex officio non-voting);
 4. One (1) representative from SUUSA (ex officio non-voting);
 5. One (1) representative from the Registrar's Office (ex officio non-voting);
 6. One (1) representative from the Provost's Office (ex officio non-voting);
 7. One (1) representative from Academic Advising (ex officio non-voting); and
 8. One (1) representative from Concurrent Enrollment (ex officio non-voting).

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3. Role – The GEC executes the following responsibilities:

1. Ensure SUU offers and maintains a comprehensive, assessable, and dynamic GE program that meets the agreed-upon institutional learning outcomes and goals and issues an annual essential learning outcome (ELO) assessment report each fall semester to the Deans' Council.
2. Recommend policy and procedures related to the design and administration of the GE program at SUU to the Provost, Deans' Council, and Faculty Senate.
3. GEC members update their college/school curriculum committees regarding the committee's work.
4. In cooperation with the University Curriculum Committee (UCC), develop, maintain, and make recommendations for changes in the mission and goals of GE at SUU.
5. Provide oversight of GE courses offered at SUU which includes, but is not limited to:
 1. Reviewing proposals for new GE courses, changes in existing courses, or deletion of courses from the GE program.
 2. Developing and updating criteria for GE course development and ELO assessment at SUU.
 3. Overseeing catalog and web content related to the GE program to ensure accuracy of information.
 4. Annually reviewing a sampling of syllabi from GE classes and providing feedback to faculty and programs.
 5. Periodically reviewing SUU GE policies relative to Board of Higher Education Policy R470 and other relevant policies.
 6. Working in partnership with the Director of Institutional Research and Assessment and acting as a resource for faculty in developing measurable learning outcomes and facilitating student achievement.
 7. In cooperation with the Center of Excellence for Teaching and Learning (CETL), support faculty teaching effectiveness in GE courses and distribute information about GE best practices.

4. Curriculum Development and Revision

1. GEC follows the UCC workflow and approval queue for GE course development and designation at SUU (see Section IV.A.2.b.).
2. GEC reviews courses on a three-year cycle in the core/knowledge areas. The review process includes the following steps:
 1. Departments complete one GE renewal form for each course (not section) in each core/knowledge area being reviewed that semester.
 2. GEC reviews renewal forms. Courses meeting the criteria described on the renewal form require no further action for renewal. Courses not meeting the criteria retain GE designation for one probationary semester. The Department Chair over the probationary GE course will select one faculty member to work with the GEC to revise the course syllabus and update the GE renewal form. If the GEC approves the revised syllabus and renewal form within one semester, the GE status of the course is renewed. Otherwise, the course loses its GE status.

5. Other GE Considerations

1. If a degree program requires specific GE courses, the program must include the GE credit hours in the minimum credit calculation, as opposed to simply relegating the GE credit hours to the GE credit count. The total GE credit hour count must include any prerequisite requirements. Pre-professional, professional, and accredited programs will be handled on a case-by-case basis.
2. All credits earned as a GE course retains GE status for students who have completed the course. If the course is a GE course at another USHE institution and is transferred to SUU, it will be applied as a GE course even if the equivalent course at SUU does not have GE standing.
3. The GEC assesses Curriculum Management and Assessment Strategies every three (3) years.

V. RELEVANT FORMS/LINKS

N/A

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the Provost/Vice President for Academic Affairs (<https://www.suu.edu/././academics/provost/index.html>). For questions about the curriculum approval process, contact the Associate Provost (<https://www.suu.edu/././academics/provost/staff.html>) over curriculum. For questions about General Education, contact the Associate Provost (<https://www.suu.edu/././academics/provost/staff.html>) over faculty affairs.

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: September 29, 2000

Amended: November 10, 2000; March 28, 2003 (<https://www.suu.edu/./old/06/p608-2003-03-28.pdf>); January 13, 2012 (<https://www.suu.edu/./old/06/p608-2012-01-13.pdf>); August 12, 2021