

**Fordham University
Graduate School of Education**

**Guidelines and Procedures for
Submitting
Curriculum Proposals**

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Office of the Associate Dean for Academic Affairs

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Charge of the Curriculum Committee

The Curriculum Committee advises the School Council on matters relating to the curriculum of the School. The Curriculum Committee reviews all proposed courses, programs of study and degrees and all proposed substantive changes to existing courses, programs of study and degrees, and makes recommendations on these proposals to the School Council. These reviews shall consider, among other things, the quality of the proposed curriculum, and its fit with the mission of the School, the demonstrated need or rationale, and congruence with the standards of the relevant professional or accrediting associations.

The Curriculum Committee defines its role as enabling and supportive, being ready to provide advice and assistance. There shall be two members from each of the three Divisions on the Curriculum Committee each year. In addition, each Division should have one student representative to serve on the Committee as a voting member. The Associate Dean for Academic Affairs of the Graduate School of Education is an ex-officio member of the Committee.

Votes of the Curriculum Committee

After appropriate discussion, the members of the Curriculum Committee, or their designee(s) will vote to recommend, or not, the proposals to the full School Council. These votes may include recommendations for modifications to the proposal, substitute proposals, or requests for additional information prior to further meetings of the Committee or School Council. There must be a quorum of the Committee for a vote to take place.

Duties of the Chair of the Curriculum Committee

The Chair of the Curriculum Committee shall call regular meetings and will announce the time and place of those meetings to all members of the School Council. In addition, the chair shall insure that minutes of each meeting of the Curriculum Committee are taken, that draft minutes are reviewed and approved by the members of the Committee (or their designates), and that approved minutes of the Committee are distributed to all faculty and deans of the GSE. The chair will report the recommendations of the Curriculum Committee at School Council meetings.

The chair of the Curriculum Committee shall insure that Robert's Rules of Order are followed in the conduct of the Committee's business.

The Submission, Review and Approval Process

New programs or courses may be developed and added to the curriculum at any time. Likewise, modifications to existing courses or programs may be proposed at any time. The procedure followed in the Graduate School of Education involves several levels of review and approvals.

Step 1: Program and Division Review

- A faculty member, program, cluster, or division identifies a need for a new course, new program, modification to existing course, or modification to an existing program.
- Proposals are submitted to Divisions for discussion, review and recommendations.

Step 2: Curriculum Committee Review

- The faculty member(s) proposing the new course/program or modification to existing course/program prepares a proposal, following the format of the appropriate GSE forms (see Appendices). Proposals are submitted to Curriculum Committee and School Council members at least ten working days prior to Curriculum Committee review.
- At an open Curriculum Committee meeting, faculty members making the proposal will present it to the committee. The Curriculum Committee will review the proposal and will vote on a recommendation regarding the proposal. The proposal must pass with a majority vote to be taken to the School Council.

Step 3: School Council Review

- The chair of the Curriculum Committee will report the vote of the committee to the School Council. Faculty members making the proposal should be prepared to answer questions raised at the School Council meeting. A vote will be taken at the School Council meeting. The vote must pass with a majority vote.

Step 4: Submission of Approved Program, Program Modifications, Course, or Modification to Existing Course to the Associate Dean and to the New York State Education Department

- Once Curriculum Committee and School Council have approved the program or course, the Chair of the division must send the following information to the Associate Dean for Academic Affairs:
- Revised, (if necessary) and complete copy of the proposal;
- Memo from the Chair of the division to the Associate Dean to act on the approved curriculum matter (e.g. to add courses to the program and division offerings). In the memo, the Chair indicates the dates that the proposal was approved (at the Curriculum Committee and at the School Council);
- Memo detailing changes for the GSE *Bulletin* including course description, and suggested course level number.
- If it is a new program or course, once the Associate Dean receives all the above information, the Assistant Dean for Administrative Services provides the chair with the enrollment services form to fill out to include the course into the student information system; and
- Finally, once all the above components have been fulfilled, the approved new course/program or course/program modification are sent to the New York State Education Department (NYSED) through the Vice President for Academic Affairs' office. The documentation/proposal to be sent is a collaborative effort of the Associate Dean for Academic Affairs, the division's Chair and the sponsoring faculty. Faculty and Chair should consult the website of the NYSED for updated forms for submission of modifications or new programs.

Timeline for Submission of Proposals

All proposals must be distributed to Curriculum Committee members (including student members), to all Graduate School of Education faculty, and GSE deans at least 10 working days prior to the meeting of the Curriculum Committee at which the proposal is to be considered. Attention must be paid to the school calendar, as holidays and weekends do not count as "working days." A schedule of meeting dates will be made available at the beginning of each academic semester.

Types of Proposals Typically Reviewed by Curriculum Committee

Table 1 lists the types of proposals review by Curriculum Committee. According to the Regulations of the Education Department of New York State, and procedures for submitting proposals to the Education Department for review and approval, there are four types of proposals:

- Proposals for new programs
- Proposals for new courses
- Modifications to existing programs (including course title and Bulletin description changes)
- Modifications to existing courses

It is recommended that in a forum, prior to reaching the Curriculum Committee, (preferable at the divisional level) a faculty decision is made as to the satisfaction, or not, of the “substantive changes” criterion for any proposal.

Whether any of the above proposals meets the criterion of “substantive changes” mentioned in the charge to the Committee is a matter of academic and professional judgment, thereby requiring faculty action.

The New York State Education Department (NYSED) does not review individual courses or course titles apart from their inclusion as part of a proposed new program.

If the proposal is judged not to be “substantive”, the proposal is still submitted to Curriculum Committee and/or School Council as a professional courtesy for the purpose of properly informing one’s faculty colleagues and the dean’s office. Most likely, even minor changes may require text changes to the GSE *Bulletin*.

Table 1
Types of Proposals Reviewed by Curriculum Committee

Types of modifications	Must be reviewed	Does not need to be reviewed
Modification of Course Title	If modifications reflect new focus of course or new topics	If modifications simply involve changes in wording to reflect changes in the field
Modification of Course Content	All substantive changes to course content must be reviewed	
Modification of Course Sequence		Does not need to be reviewed
Modification of Courses Required in Program	Addition, elimination, or substitution of new courses; addition, elimination, or substitution or graduation requirements	
New Programs and Courses	The Curriculum Committee must review all new programs and new courses.	

Appendix Material

The following pages illustrate various forms used and/or required for submitting proposals for new courses, programs, or major program modifications with the Curriculum Committee.

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Appendix #1: Proposal for a New Program

Date:

Name of Sponsoring Division:

Chairperson:

Name of Faculty Sponsor(s):

Title of Proposed New Program:

I. Division Questions

- A. How does this program reflect the mission/philosophy of the School and division?
- B. Describe how this program will meet the needs of the field and of the GSE; include projected enrollment.
- C. Explain the relationship of this program to other courses and programs in the division; with other divisions in the school. Give particular attention to any possible overlap or duplication. If the program will be replacing other offerings, list these and the reasons for the change.
- D. Outline resources needed.

II. Specific Program

- A. Submit a program description for inclusion in the Bulletin.
- B. List admissions criteria and prerequisites for the program.
- C. Describe the goals/purposes/rationale for the program.
- D. Describe the outcomes expected in terms of student competencies, skills and/or knowledge; and the program requirements.
- E. Describe the content of the program with special reference to the knowledge base.
- F. Discuss compliance with professional/accreditation standards
- G. Describe the guidelines that will be used for student evaluation.

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Appendix #2: Proposal for a Modification to an Existing Program

Date:

Name of Sponsoring Division:

Chairperson:

Name of Faculty Sponsor(s):

Title of Program to be modified (new and old title):

I. Rationale for Proposed Modification(s)

Please write a narrative which provides a rationale for the proposed modifications to the existing program.

II. Details of Proposed Modification(s)

- A. Submit a program description for inclusion in the Bulletin. Underline changes to the existing program description.
- B. Describe any changes in admissions criteria and prerequisites for the program.
- C. Describe any changes in goals/purposes/rationale for the program.
- D. Describe any changes in the outcomes expected in terms of student competencies, skills and/or knowledge; and the program requirements.
- E. Describe the modification(s) to the content of the program with special reference to the knowledge base.
- E. Discuss compliance with professional/accreditation standards.
- F. Describe the any changes in guidelines that will be used for student evaluation.

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Appendix #3: Proposal for a New Course

Date:

Name of Sponsoring Division:

Chairperson:

Name of Faculty Sponsor(s):

Title of Proposed New Course: (e.g., EDGE 6XXX)

Rationale for the New Course

Explain how the new course fits into an existing program or programs. Include prerequisites, sequencing, whether the course is elective or required. Is the course replacing an existing course?

Course Description for Bulletin

Objectives

Please attach a proposed syllabus to this cover sheet. The syllabus should include the following:

- Title
- Course description
- Names of full time faculty who could teach the course
- Course objectives
- Readings (required and recommended)
- Assessment/assignments
- Topics of study in sequence
- Bibliography/Readings for the course

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Appendix #4: Proposal for a Modification to an Existing Course

Date:

Name of Sponsoring Division:

Chairperson:

Name of Faculty Sponsor(s):

Title of Course to be modified:

Old title:

New title:

I. Rationale for Proposed Modification(s).

Please write a brief narrative which provides a rationale for the proposed modifications to the existing course. If modifications are minor, this is all that needs to be submitted.

II. Details of Proposed Modification(s)

- A. Submit a modified course description for inclusion in the Bulletin. Underline changes to the existing course description.
- B. Describe any changes in prerequisites for the course.
- C. Describe any changes in goals/purposes/rationale for the course.
- D. Describe any changes in the outcomes expected in terms of student competencies, skills and/or knowledge; and the course requirements.

Please attach a proposed syllabus to this cover sheet. The syllabus should include the following:

- Title
- Course description
- Names of full time faculty who could teach the course
- Course objectives
- Readings (required and recommended)
- Assessment/assignments
- Topics of study in sequence
- Bibliography/references for the course