



Curriculum Committee Training and Resource Rubric

Directions: The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty (SACSCOC Comprehensive Standard (CS) 3.4.10). The Kennesaw State University (KSU) Faculty Senate has faculty-driven curriculum committees at the department, college, and university levels, who provide oversight for changes to the curriculum.

The rubric in this document is a resource guide for curriculum committees to use for the review of curriculum proposals. In conducting reviews, curriculum committees should defer to academic departments for determinations of appropriate disciplinary content. This rubric is not intended to be limited or exhaustive, and curriculum committee members may consider other questions/criteria when evaluating programs as the need arises.

Curriculum committees are responsible for ensuring that proposed changes to the curriculum: 1) Align with the Board of Regents (BOR) of the University System of Georgia (USG) and KSU missions and strategic plans; 2) meet SACSCOC, BOR, and KSU standards for quality; 3) adhere to disciplinary accreditation and professional association expectations and best practices, when applicable; 4) make efficient use of KSU resources; and 5) serve in the best interests of KSU students, faculty, and stakeholders.

KSU uses an online software system, Curriculog, for the management of curriculum proposals. This system provides the correct routing for curriculum proposals and ensures that all required fields of course and program proposals are completed, and provides an official institutional repository for curriculum changes.

Note: If the proposal is for a new degree/major, the department should complete the USG New Academic Program Concept Paper (optional) and the One-Step Academic Program (required). KSU has an information webpage with instructions on creating a new degree/major (http://curriculum.kennesaw.edu/resources/new_programs.php).

Important KSU Curriculum Links

- KSU University Handbook, Section 3.7 (Undergraduate and Graduate Curriculum Review and Approval Process) http://handbooks.kennesaw.edu/docs/universityhandbook/university_handbook.pdf
- KSU Curriculum website (<http://curriculum.kennesaw.edu>)
- Undergraduate Policies and Curriculum Committee (UPCC) webpage (<http://upcc.kennesaw.edu>)
- Graduate Policies and Curriculum Committee (GPCC) webpage (<http://gpcc.kennesaw.edu>)

KSU Curriculum Contacts

- Undergraduate Curriculum and Overall Curriculum Questions: Val Whittlesey (vwhittle@kennesaw.edu) or Jamie Grimes (jgrimes8@kennesaw.edu)
- Graduate Curriculum Questions: Mike Dishman (mdishma2@kennesaw.edu)

- Curriculog Questions: Amy Vasinko (avasinko@kennesaw.edu)
- Catalog Questions: Marilee McClure (mmclure@kennesaw.edu)
- UPCC Chair: Jennifer Wade-Berg (jwadeber@kennesaw.edu)
- GPCC Chair: Scott Nowak (snowak@kennesaw.edu)

1. Procedural Requirements. Academic program changes require the approval of faculty, who are primarily responsible for content, and faculty administrators, who are primarily responsible for resources/strategy. The tables below outline the KSU curriculum review levels for new and changes to course and academic program proposals. Proposals must meet procedural requirements to permit next level review.

	Approval of Proposal	Denial of Proposal	Notes
Initial Review*			
Department Curriculum Committee			
Department Chair			
College Curriculum Committee			
College Dean			
Education Preparation Curriculum Committee (Education Proposals)			
Education Dean (Education Proposals)			
General Education Council (General education proposals)			
Undergraduate Policies and Curriculum Committee (Undergraduate proposals)			
Graduate Policies and Curriculum Committee (Graduate proposals)			
Graduate Dean (Graduate proposals)			

Technology Enhanced Learning Chief (Online/hybrid proposals)			
Provost			
Final Review*			

Directed Study and Special Topics Approvals

	Approval of Proposal	Denial of Proposal	Notes
Department Chair			
Department Curriculum Committee: SPECIAL TOPICS APPROVALS ONLY			
Educator Approval Director (Study Abroad Proposals)			
Honors Program Dean/Director (Honors Program Proposals)			
Registrar			

Note (*). An initial review of a proposal is done after the proposal's launch by the Associate Director of Curriculum Support. CIP codes are verified for program proposals, verification that all changes listed in Summary of Changes section are accounted for in course information section or prospective curriculum section. All attachments are included (syllabus, impact report etc.) Routing has been correctly established. Notifications are sent to the Registrar's Office staff to inform them that proposals are starting through the approval process. A final review of a proposal is done after all KSU approvals. Formatting of catalog information is verified for clarity and style. Final spelling and grammar check before the proposal information is exported to the catalog.

Initial Review and Final Review is not a part of the Special Topics and Directed Study proposal approval process.

2. Overall Proposal (Courses and Academic Programs). Proposals should be sufficiently complete to allow the curriculum committees to make an informed decision on whether the course/program is consistent BOR and institutional missions and strategic plans, the course/program description is an accurate representation of the learning objectives/outcomes and content offered, and the course/program has college/departmental resource support.

	Meets	Does not meet	Needs clarification	Notes
Program title reflects the discipline and the nature of the degree.				
The course/program title is an accurate reflection of the content of the course/program.				
The course/program description reflects the overall learning objectives/outcomes of the course/program.				
The course/program aligns with the BOR, KSU, College, and/or Department missions and strategic plans.				
Appropriate student learning outcomes and assessment plan are included. For programs, the assessment plan aligns with the university continuous improvement initiative (see Improve KSU website http://oie.kennesaw.edu/improve-ksu/).				
Course/program nomenclature will not result in confusion with and/or does not duplicate existing programs/courses.				
Course/program aligns with the proposing academic discipline and faculty expertise.				
Course/program proposal provides evidence of department, college, and/or university support (financial, facilities, faculty, library,				

etc.) for the course/program. (Rather than citing “zero” or “N/A” for resources, “use of existing resources” is more appropriate terminology.)				
Course/program proposal is clear and understandable (without jargon/acronyms) to readers outside of the discipline.				
The course/program proposal does not contain spelling or grammatical errors.				

3. Program Viability. Programs must be viable. Programs must demonstrate employer need and student demand. Additionally, proposals for new degrees/majors must demonstrate the program is unique/different from other similar programs at USG institutions in the Atlanta metropolitan area and, if online, likely competing online programs.

	Meets	Does not meet	Needs clarification	Notes
Proposal provides data on employer demand for the program.				
Proposal provides enrollment data at comparable and competitive programs and/or other student demand evidence.				
New degrees/majors: The proposal provides evidence of non-overlap with other similar programs at USG institutions in the geographical area.				
If online, proposal provides evidence of non-overlap with likely competing programs.				
Evidence of a qualified, faculty Academic Program Coordinator for the program is provided (see Academic Program Coordination in Section 3.7 of the University Handbook).				
<p>Checklist (The following BOR forms must be completed and attached in Curriculog):</p> <ul style="list-style-type: none"> • New program > BOR one-step academic program proposal form • Program with a premium priced request/change > BOR Graduate/Professional Tuition Increase request form • Dual degree* (between and within institutions) > BOR dual degree form • Joint degree** > BOR joint degree form • Change to existing program (change in hours or shift in program's focus) >USG substantive change form. 				

*Dual Degree- Students study at two or more institutions and are granted separate academic awards.

**Joint Degree- Students study at two or more institutions and are granted a single academic award.

4. Academic Program Rigor and Quality. Program proposals must meet BOR and KSU expectations for quality and rigor, as appropriate to the level (lower division, upper division, graduate).

	Meets	Does not meet	Needs clarification	Notes
Program has correct number of hours (see Appendix A for BOR program hour requirements).				
Program curriculum provides an incremental mastery of the program content, as students progress through the program.				
Course prerequisites for program balance prerequisite skills needed for each course while avoiding program bottleneck situations.				
Program curriculum is consistent with disciplinary accreditation requirements or professional association best practices.				
If program is gated, proposal addresses how department will monitor students who fail to meet threshold and includes a student remediation plan.				

5. Course Rigor and Quality. Course proposals must meet institutional expectations for quality and rigor.

	Meets	Does not meet	Needs clarification	Notes
Course instructional type (e.g., lecture, lab, practicum) is consistent with the instructional methods in the proposal (see Appendix B for KSU definitions of major instructional types).				
Course numbering is appropriate for the level and content of the course (see Appendix C for KSU course numbering conventions).				
Course instructional type is consistent and matches the lecture, lab, and total credit hours.				
Coursework reflects approximately 2,250 minutes of academic engagement (750 instruction + 1,500 out-of-class work) or equivalent per semester credit hour, and a semester consists of 15 calendar weeks, per BOR Policy Manual, Section 3.4.1. (See KSU definition of how credit hours are determined for various instructional types in various academic disciplines- http://curriculum.kennesaw.edu/docs/policy/KSU%20Definition%20of%20Credit%20Hours.pdf)				
If course is cross-listed*, do the course numbers deviate by one level or less (e.g., PSYC 3000/4000 or PSYC/SOCI 4445).				
<p>Checklist- Has the proposal correctly listed:</p> <ul style="list-style-type: none"> • course prerequisites, co-requisites, and learning support prerequisites; • whether the course is repeatable for credit or not, and if so, how many times; and • for new or change in existing course with a course fee, is the BOR Establishing or Changing Elective Fee or Special Charge form attached in Curriculog? 				

***Cross-Listed courses- A course that is offered by two or more departments. The course is identical (i.e., title, prerequisites, description, outline, grading, credit hours) except for the course prefix and/or number.**

Appendix A

BOR Hour Requirements for Programs

		Minimum Hours	Maximum Hours
Undergraduate Degree Program		120 (at least 21 upper division hours in the major and at least 39 upper division hours overall)	120 excluding orientation and/or physical education/health courses (exceptions require BOR approval)
	General Education	42	42
	Area F	18	18
Undergraduate Minors		15 (9 hours of upper division coursework and can include area F courses) KSU policy: At least 9 hours must be non-duplicative with course requirements in the major. Some departments may allow fewer than 9 non-duplicative hours with the major, please contact home department.	
Undergraduate and Graduate Certificates		Greater than 9	59
Master's Degree Programs		30	36 (exceptions require BOR approval)

Appendix B

KSU Major Instructional Types Definitions

Lecture is a formalized instruction in which the instructor presents an educational experience to students, applying any combination of instructional methods.

Laboratory is an educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member.

Combined lecture and laboratory integrates both lecture and laboratory activities into one course with one grade.

Clinical laboratory applies to health-related programs, during which students are assigned to laboratory sections that provide a realistic environment for student learning.

Practicum and internship are credit bearing work experiences that are integrated with academic instruction and relate to a student's occupational goals. Students apply learned concepts to practical situations within an occupational field.

Studio is a workplace for the teaching and practice of an art.

Appendix C

KSU Course Numbering Conventions

1000 and 2000 level courses	Lower division undergraduate courses
2290 and 4490	Special topics course numbers
3000 and 4000 level courses	Upper division undergraduate courses
4400	Directed study course number
5000 level courses	Lower division master's courses
6000 level courses	Master's courses
7000 level courses	Master's, education specialist and doctoral courses
8000 level courses	Education specialist and doctoral courses
9000 level courses	Doctoral and post-doctoral courses