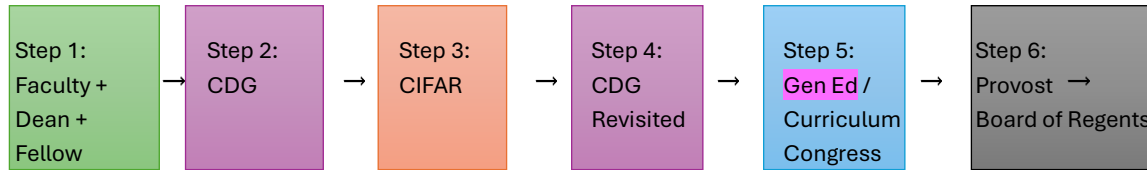


# Proposal Review Process



Notes:

*Any role with a \* has contact information listed at the end of this document*

*The term "Substantive" is defined at the end of this document*

*Any Proposer may always withdraw their proposal from the process at any time. They are the only individuals with this ability.*

**Step 1: Proposal Drafting.** CDG Member works with their School Dean\* and Curriculum Fellow\* to prepare a proposal.

*If the proposal involves a Gen Ed change, proposer should fill out the designated New Course or Course Modification with Gen Ed Change Proposal form – help with these can be found by contacting the Gen Ed Committee Chairs\**



*When completed, the proposer or School Dean should upload the proposal to Files in CDG's TEAMS channel, and preferably linked in a discussion thread for comment and dialogue with other faculty.*

*Proposer Deadline: No universal deadline, see individual CDG policy where applicable*



**Step 2: CDG (Curriculum Discipline Group) / CDC (Curriculum Discipline Council).** All FT teaching faculty in a discipline are members of a CDG, which may or may not designate curriculum workshopping and voting to a subset of that group with campus-based representation called a CDC. Once CDG or CDC members have had adequate time to review, the CDG or CDC Chair holds an initial vote on the proposal.

CDGs or CDCs should use TEAMS to discuss proposals asynchronously and/or schedule meetings to discuss live/remotely with each other. For any CDG which has opted to delegate voting power to a CDC, CDCs should make sure to post any new proposals in an area where all CDG members can see them and offer feedback. When a proposal is ready, as long as quorum and voting thresholds are met (however the CDG/CDC defines them), the proposal is initially approved.



*When approved, the CDG Chair should send the newly approved proposal to their School Dean and Curriculum Fellow.*

*CDG Deadline: first Friday of each month*



*After review, the School Dean sends the newly approved proposal to the Curriculum Coordinator\* who will upload it to the SharePoint Dashboard (where it will live for the remainder of the review process).*

*Deans Deadlin: Tuesday after the first Friday of each month*



### **Step 3: CIFAR (Campus Interdisciplinary Feedback and Administrative Review)**

Conversations happen at every campus over the next 2 weeks assessing the impact of relevant proposals, and feedback is solicited (with assurance that any substantive^ feedback will be incorporated or replied to).

At the beginning of the 2-week CIFAR period, the Curriculum Coordinator will contact the Campus Deans, notifying them that the Dashboard is updated and ready. The Campus Deans should then email their campus faculty, notifying them that CIFAR has begun, attaching the link to the SharePoint Dashboard for feedback, and reminding them of the deadline. Then at their regular monthly DC/PC meeting, the campus dean shares and discusses any proposals affecting that campus with those individuals and any other key stakeholders. Dept Chairs and Program Coordinators can share the proposals and feedback link with members of the departments where relevant. Campus Deans can also solicit input from other campus personnel (Financial Aid GPAs, One Stop). Feedback is submitted via the SharePoint Dashboard.



*CIFAR Feedback Deadline: Third Monday after first Friday of each month*

*Feedback submitted via the Microsoft Forms link on the Dashboard will automatically populate a spreadsheet for each proposal. After the deadline, a Feedback Response Spreadsheet with all feedback received will be posted to the SharePoint Dashboard by the Curriculum Coordinator.*

*Each School Dean, in consultation with their Curriculum Fellow, determines whether any feedback received would require a substantive change if implemented. If ANY edits are required, the School Dean notifies the proposer and the relevant CDG Chair with instructions to either reconvene the CDG to discuss any potential substantive change (Step 4), or to make the non-substantive edits immediately (and then proceed directly to Step 5). All other proposals proceed directly to Step 5 (designated as awaiting Curriculum Congress review).*



### **Step 4: CDG Revisited**

If substantive^ changes are requested or suggested during CIFAR, the CDG reviews and votes on each item of substantive feedback.

When substantive changes are requested or suggested, the School Dean and CDG/CDC Chair convene another meeting (live or asynchronous) of the CDG/CDC (which may also include the Curriculum Fellow, if available). Each item of substantive feedback will be considered and voted on by the CDG/CDC. Vote options at this stage include:

- Yes: Agrees to recommendations and makes changes. An acknowledgement in the Feedback Response Sheet on the SharePoint Dashboard next to each substantive feedback item incorporated is recommended.
  - CDG may decide that the changes aren't likely to be contentious, or that likely concerns have already been received: new version advances directly to Curriculum Congress ("Green Light")
  - CDG has the option to send the proposal back to Campus Interdisciplinary Feedback and Administrative Review for another month of feedback if they feel it is warranted – for

instance, if the change(s) made might have further ramifications that campuses should be aware of and able respond to (“Yellow Light”)

- No: Disagrees with recommendations. The CDG chair or designee must write a response directly on the Feedback Response Spreadsheet on the SharePoint Dashboard next to each substantive feedback item not incorporated. The original version moves to Curriculum Congress.

The CDG Chair should also summarize directly on the Feedback Response Spreadsheet on the SharePoint Dashboard any major points of dissension that occurred in the CDG, so that Curriculum Congress is “informed of both majority and dissenting views.”



*Once any required response is written, the CDG Chair updates the Curriculum Coordinator that any proposal receiving substantive feedback is ready for Curriculum Congress review*

**CDG Revisited Deadline: first Friday of Month 2**



### **Step 5: Curriculum Congress**

Curriculum Congress (which includes several members representing each School as well as at least one representative per campus) will have the next two weeks to review proposals before meeting to vote on them on the 3<sup>rd</sup> (and sometimes 4<sup>th</sup>) Friday of each month.

Any proposal that has a Gen Ed component must first be reviewed by the Gen Ed Committee, which meets on the 2<sup>nd</sup> Friday of the month (the week before Congress). Proposals approved by the Gen Ed Committee have their Gen Ed component placed on Curriculum Congress’s Consent Agenda (though other changes would be reviewed normally). Proposals rejected by the Gen Ed Committee are automatically sent back to Step 4, accompanied by a written explanation from the Gen Ed chair(s) summarizing the reasons for their rejection.

Congress uses TEAMS to discuss proposals and policies asynchronously in advance of their meetings. Congress members can post on the Feedback Response Spreadsheet on the SharePoint Dashboard to direct their own questions directly to the Proposer and/or CDG Chair to clarify any necessary items in advance of their meeting (The CDG Chair and Proposer should continue to check the Feedback Response Spreadsheet to reply to questions from Congress up until the next Congress meeting when the proposal is reviewed). Proposers or their designee(s) are required to attend the Congress meeting in which their proposal is reviewed. Any proposals that do not meet the minimum voting threshold are automatically sent back to Step 4, accompanied by a written explanation from the Curriculum Congress chair summarizing the reasons for its rejection.



*Any approved proposals are indicated as ready for Provost approval.*

*Any proposals conditionally approved at Congress are updated by the proposer (or they may enlist the help of their Curriculum Fellow or School Dean to do so), who then sends the final version to the Curriculum Coordinator. The final version is then indicated as ready for Provost approval.*



### **Step 5: Administration and Board Review**

This marks the end of faculty-related curriculum review. Proposers may be asked by the Provost or their School Dean to attend one or more further meetings.

Proposals must then be approved by the following bodies: Provost Council, CSCU Academic Council, BOR ASA Committee, and Board of Regents. Any concerns or requirements from NECHE, OHE, and USDOE must also be addressed in an ongoing process.

**^Non-substantive** changes as defined by Curriculum Congress include (but are not limited to) the following:

- Minor typos or clarification of ambiguous language
- Substitution of wording for learning outcomes to bring them in line with common practice as long as they do not alter the intent of the outcome or goal (excluding outside-accredited programs that require specific language in their SLOs)
- Correction of credit totals that do not correctly sum in original proposal
- Clarifications of (but not changes to) pre- and co-requisites
- Anything more than the above would generally count as a substantive change, at the discretion of the pertinent CDG Chair, School Dean and/or Curriculum Congress Chair.

**\*Contact Info:**

**Curriculum Coordinator:**

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**Curriculum Congress:**

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Mark Lynch, Vice Chair; [mark.lynch@ctstate.edu](mailto:mark.lynch@ctstate.edu), (203) 285-2190

**General Education Committee:**

Becky DeVito, Co-Chair; [becky.devito@ctstate.edu](mailto:becky.devito@ctstate.edu), (860) 906-5231

Chris Paulin, Co-Chair; [christopher.paulin@ctstate.edu](mailto:christopher.paulin@ctstate.edu), (860) 512-2770

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