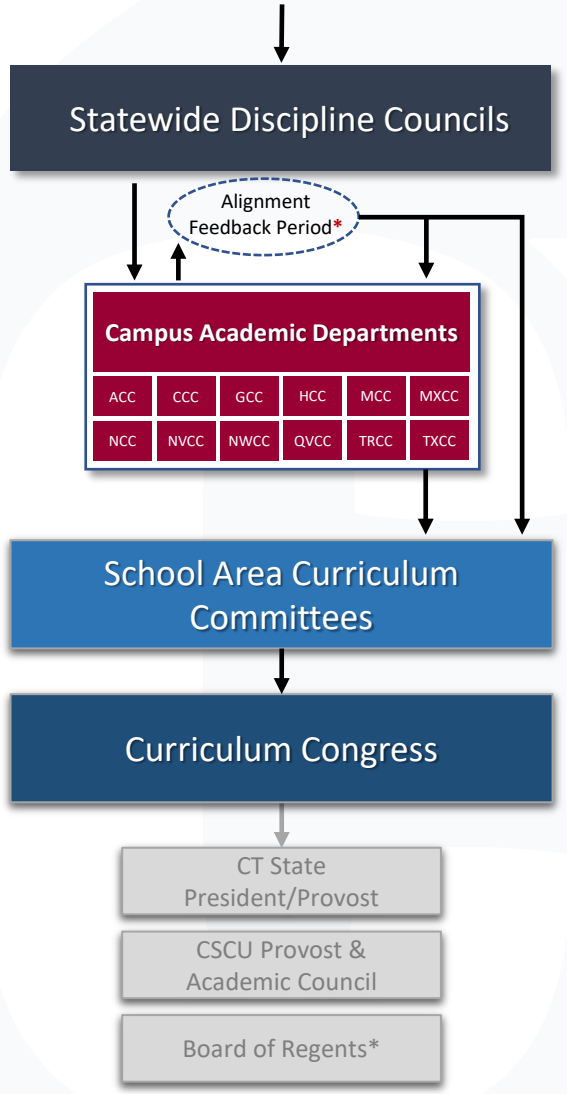
Curriculum Development & Approval

*BOR policy requires prior approval for the following institutional actions regarding academic programming. These proposals would continue to the CSCU Academic Council and the Board of Regents:

- Above Threshold Establishment or Modification of a New Academic Program
- Reinstatement of Discontinued or Suspended Program
- Continued Licensure and OHE Accreditation of an Academic Program
- Replication of a College of Technology (COT) Program
- Suspension of an Academic Program
- Discontinuation of an Academic Program
- Establishment of a CSCU Center/ Institute

Course proposals would complete the development & approval process with the CT State Provost/President.

<u>All curriculum development begins with Faculty</u>:
Curriculum proposals or concept papers can originate with any Campus Department Chairs, Program Coordinators, Academic Discipline Coordinators, or Statewide Discipline Council Reps



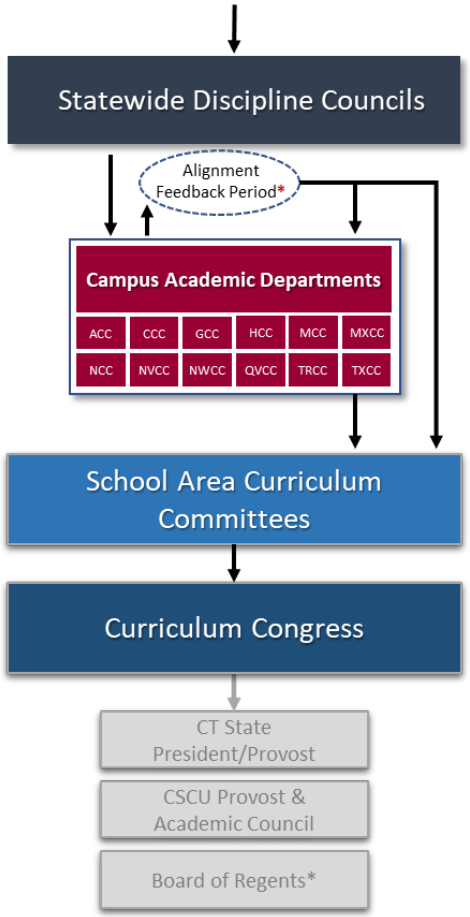
***Optional Campus Input During the SDC Curriculum Alignment Feedback Period**

(via Academic Departments, Local Curriculum Body, and/or Campus Senate Body)

CT STATE COMMUNITY COLLEGE

Curriculum Governance Process

All curriculum development begins with Faculty:
Curriculum proposals or concept papers can originate with any Campus Department Chairs, Program Coordinators, Academic Discipline Coordinators, or Statewide Discipline Council Reps



Statewide Discipline Councils →
Comprised of 1 FT faculty voting rep from each campus where discipline programming is available, all faculty encouraged to participate

12 Local Campus Departments →
Academic Departments may vary by campus, but must align with CT State Schools

6 Statewide SACC Bodies →
Comprised of 1 rep from each Campus Academic Department for each CT State School

1 Statewide Congress Body →
Comprised of 4 faculty reps from each CT State School, 6 CCP/Staff reps from across the state, and 3 Students from each group of small, medium, large campuses

- **Submit initial (draft) curriculum proposals or concept papers to Statewide Discipline Councils (SDC)**
  (must include fiscal and needs analysis)

- **Develop/align (draft) curriculum proposals, credit for prior learning, AP and CLEP exams, etc.**
- **Feedback period: post (draft) proposals for 2-4 weeks to gather feedback, incorporate feedback, update proposals**
- **Vote/approve (aligned) proposals**
- **Forward aligned proposals to the SACC and send notifications to Campus Academic Departments**

- **During feedback period:**
  Review/provide feedback for (draft) proposals to inform vote by SDC
  (optional campus input via Academic Departments, Local Curriculum Body, and/or Local Senate)
- **After feedback period and SDC alignment completed:**
  - **Vote to recommend approval or revision of (aligned) proposals**
    (vote optional by campus)
  - **Campus SACC reps bring dept recommendations to SACC**
    (if revision, must provide rationale and/or counter proposal)

- **Chair of appropriate SDC presents aligned proposals to SACC**
- **Review campus recommendations, negotiate changes with appropriate SDC to accommodate recommendations**
  (not to exceed 1 month)
- **Vote to approve or reject at end of negotiations**
- **Forward approved proposals to the Curriculum Congress**
- **Denials or requests for additional edits sent back to SDC**
- **Report results of accommodation negotiations to local campus departments and SDC**

- **Chairs of appropriate SACC and SDC present aligned proposals to Congress**
- **Interdisciplinary review/approval of all curriculum proposals**
- **Discuss/address other curriculum-related issues/concerns/proposals/policies**
- **Forward approved proposals to CT State Provost/President**
- **Denials or requests for edits sent back to SACC**
- **Prepare summary reports to post for public record**

CT STATE COMMUNITY COLLEGE

Example: Program Proposal Flow Process

Curriculum Timeline for CT State Shared Governance:
Program proposals would need to go to the CSCU Academic Council by **3/29 or 4/26** in order to make the May or June BOR meeting agendas.

	January	February	March
Campus Senate (Meetings on 3rd Monday-Thursday)	*TBD Winter Break*	Mon-Thu 2/13 – 2/16 (Campus meeting formats/times determined by local campuses)	Mon-Thu 3/20 – 3/23* (Campus meeting formats/times determined by local campuses)
College Senate (Meetings on 3rd Friday afternoon)	Friday 1/20* (12:00pm-2:30pm) Statewide/Remote	Friday 2/24* (12:00pm-2:30pm) Statewide/Remote	Friday 3/24* (12:00pm-2:30pm) Statewide/Remote
Statewide Discipline Council (SDC) (Meetings on 1st Friday morning)	*n/a Winter Break*	**Friday 2/3** (9:00am-11:30am) Statewide/Remote	**Friday 3/3** (9:00am-11:30am) Statewide/Remote
Campus Academic Department (CAD) (Meetings on 2nd Monday-Thursday)	*n/a Winter Break*	**Mon-Thu 2/6 – 2/9** (Campus meeting formats/times determined by local campuses)	**Mon-Thu 3/6 – 3/9** (Campus meeting formats/times determined by local campuses)
School Area Curriculum Committee (SACC) (Meetings on 2nd Friday morning)	*n/a Winter Break*	Friday 2/10 (9:00am-11:30am) Statewide/Remote	**Friday 3/10** *If 1 month not needed* (9:00am-11:30am) Statewide/Remote
Curriculum Congress (Meetings on 3rd Friday morning)	Friday 1/20* (9:00am-11:30am) Statewide/Remote	Friday 2/24* (9:00am-11:30am) Statewide/Remote	**Friday 3/24*** (9:00am-11:30am) Statewide/Remote

April	May
CT State President/Provost	CT State President/Provost
Must submit to CSCU Academic Council by **Wednesday 3/29**	Must submit to CSCU Academic Council by **Wednesday 4/26**
CSCU Provost & Academic Council	CSCU Provost & Academic Council
Wednesday 4/12 (1:00pm) Remote	**Wednesday 5/10** (1:00pm) Remote
Board of Regents*	Board of Regents*
BOR ASA: Friday 5/5 (9:30am) Remote	**BOR ASA: Friday 6/2** (9:30am) Remote
BOR: Thursday 5/18 (10:00am) Remote	**BOR: (Friday 6/16) Thursday 6/29** (10:00am) - Remote

***Note:** Jan schedule adjusted to accommodate *"Winter Break"* … Congress/Senate will meet to establish bylaws

***Note:** Feb schedule adjusted to accommodate Week #3 *"College open/No classes"* on Friday (2/17)

***Note:** March schedule adjusted to accommodate Week # 3 *"Spring Break"* (3/13-3/19)

CT State Governance Process

Policy/Non-Curriculum Issues

Campus Faculty, Staff, & Students

Elected Campus representation (varies by campus)

Campus Senate Body

The College Senate shall include mechanisms to ensure communication between the College Senate and the campus governance body.

Elected College Senate representation* *(41 total)*
1 FT Faculty from each campus
1 FT Staff from each campus
1 At-large from each campus
1 FT Staff not affiliated with a campus
1 At-large not affiliated with a campus
1 Student from each group of small, medium, large campuses

Elected Curriculum Congress representation** *(33 total)*
4 FT Faculty from each statewide School
6 CCPs across the state (areas vary)
1 Student from each group of small, medium, large campuses

Optional Campus Input During the SDC Curriculum Alignment Feedback Period
(via Academic Departments, Local Curriculum Body, and/or Campus Senate Body)

CT State College Senate

CT State Curriculum Congress

CT State President/Provost & CSCU Academic Council

Board of Regents Academic & Student Affairs (BOR ASA) committee

Board of Regents (BOR)

Curriculum Issues

Statewide Discipline Groups & Campus Academic Departments

School Area Curriculum Committees (SACC)

The Curriculum Congress should include at least one representative (faculty/staff) from each of the 12 campuses.

If there is no representation from a campus, that campus's senate will elect a non-voting member to the Curriculum Congress to ensure communication between each campus and the Congress.

CT STATE COMMUNITY COLLEGE

Monthly Governance Cycle

	Mondays – Thursdays Campus meeting formats/times determined by local campuses	**Fridays** Statewide Remote **(AM)** 9:00 - 11:30	**(PM)** 12:00 - 2:30
Week #1	- - - - -	**Statewide Discipline Council (SDC)** Meetings	- - - - -
Week #2	**Campus Academic Department (CAD)** Meetings*	**School Area Curriculum Committee (SACC)** Meetings	- - - - -
Week #3	Local **Campus Senate** Meetings** OPTIONAL: **Campus Curriculum Body** Meetings *(For additional curriculum feedback)* ***	**Curriculum Congress** Meetings	**College Senate** Meetings
Week #4	*(Flex week: to accommodate holidays, as needed)*	*(Flex week: to accommodate holidays, as needed and/or All-CT State events)*	*(Flex week: to accommodate holidays, as needed and/or All-CT State events)*

NOTE:
Campus Academic Department (CAD) meetings must occur the week after the SDCs to ensure an opportunity for CADs to:

(a) provide feedback on SDC draft proposals each month

(b) vote to recommend approval or revision of SDC aligned proposals after the earlier feedback is incorporated (prior to the subsequent SACC meetings where aligned proposals from SDCs are considered.)

****NOTE:***
Campus Senate meetings must occur prior to the CT State College Senate each month to ensure an opportunity for local Campus Senates to:

(a) send non-curriculum issues to College Senate each month

(b) provide feedback on non-curriculum issues discussed by College Senate each previous month

(c) OPTIONAL: provide additional feedback on draft curriculum proposals being aligned by SDCs.

*****NOTE:***
OPTIONAL: Campuses may also OPT to convene a local curriculum body to provide additional feedback on draft curriculum proposals being aligned by SDCs.

CT STATE
COMMUNITY COLLEGE

Spring 2023 Meeting Schedule

	January	February	March	April	May
Campus Senate (Meetings on 3rd Monday-Thursday)	*TBD* *Winter Break*	**Mon-Thu** **2/13 – 2/16** (Campus meeting formats/times determined by local campuses)	**Mon-Thu** **3/20 – 3/23*** (Campus meeting formats/times determined by local campuses)	**Mon-Thu** **4/24 – 4/27*** (Campus meeting formats/times determined by local campuses)	**Mon-Thu** **5/15 – 5/18** (Campus meeting formats/times determined by local campuses)
College Senate (Meetings on 3rd Friday afternoon)	**Friday** **1/20*** (12:00pm-2:30pm) Statewide/Remote	**Friday** **2/24*** (12:00pm-2:30pm) Statewide/Remote	**Friday** **3/24*** (12:00pm-2:30pm) Statewide/Remote	**Friday** **4/28*** (12:00pm-2:30pm) Statewide/Remote	**Friday** **5/19** (12:00pm-2:30pm) Statewide/Remote
Statewide Discipline Council (SDC) (Meetings on 1st Friday morning)	*n/a* *Winter Break*	**Friday** **2/3** (9:00am-11:30am) Statewide/Remote	**Friday** **3/3** (9:00am-11:30am) Statewide/Remote	**Friday** **4/14*** (9:00am-11:30am) Statewide/Remote	**Friday** **5/5** (9:00am-11:30am) Statewide/Remote
Campus Academic Department (CAD) (Meetings on 2nd Monday-Thursday)	*n/a* *Winter Break*	**Mon-Thu** **2/6 – 2/9** (Campus meeting formats/times determined by local campuses)	**Mon-Thu** **3/6 – 3/9** (Campus meeting formats/times determined by local campuses)	**Mon-Thu** **4/10 – 4/14*** (Campus meeting formats/times determined by local campuses)	**Mon-Thu** **5/8 – 5/12** (Campus meeting formats/times determined by local campuses)
School Area Curriculum Committee (SACC) (Meetings on 2nd Friday morning)	*n/a* *Winter Break*	**Friday** **2/10** (9:00am-11:30am) Statewide/Remote	**Friday** **3/10** (9:00am-11:30am) Statewide/Remote	**Friday** **4/21*** (9:00am-11:30am) Statewide/Remote	**Friday** **5/12** (9:00am-11:30am) Statewide/Remote
Curriculum Congress (Meetings on 3rd Friday morning)	**Friday** **1/20*** (9:00am-11:30am) Statewide/Remote	**Friday** **2/24*** (9:00am-11:30am) Statewide/Remote	**Friday** **3/24*** (9:00am-11:30am) Statewide/Remote	**Friday** **4/28*** (9:00am-11:30am) Statewide/Remote	**Friday** **5/19** (9:00am-11:30am) Statewide/Remote

***Note:** Jan schedule adjusted to accommodate *"Winter Break"* Congress/Senate meet to establish bylaws

***Note:** Feb schedule adjusted to accommodate Week #3 *"College open/No classes"* on Friday (2/17)

***Note:** March schedule adjusted to accommodate Week # 3 *"Spring Break"* (3/13-3/19)

***Note:** April schedule adjusted to accommodate Week #1 *"Good Friday"* (4/7)