

## **Procedures and Rules for the Academic Senate Curriculum Committee Academic Year 2024-2025**

### **Meeting Dates:**

September 6, 2024  
October 11, 2024  
November 8, 2024  
January 24, 2025  
February 21, 2025  
April 11, 2025

### **Document Submission Deadlines:**

August 16, 2024  
September 20, 2024  
October 18, 2024  
December 13, 2024  
January 31, 2025  
March 21, 2025

NOTE: To be considered by the Senate in the fall semester, all items must be submitted to academic affairs no later than **10/21/2024**. All actions affecting a degree map must have final approval, either by the Senate or NYSED as appropriate, in the fall 2024 semester in order to become effective fall 2025.

### **Membership and Responsibilities of the Curriculum Committee**

1. **Membership:** There shall be three categories of members; Full voting members, Ex-officio non-voting members (can fully participate in discussions including making proposals), and Invited guests (can participate in discussions).
  - a. Full Voting Members:
    - i. The Provost and Vice President of Academic Affairs (Chairperson)
    - ii. One (1) elected At large Faculty member (Co- chair)
    - iii. One (1) Librarian Senator
    - iv. Each academic School shall elect three (3) Senators.
  - b. Ex Officio Non-Voting Members:
    - i. One (1) Professional Staff Senator representing unit traditionally known as from Student Affairs
    - ii. One (1) Student Senator
    - iii. Deans of each academic School or College represented on this committee
    - iv. Dean, Vancouver Campus
    - v. Associate Dean, Undergraduate Student Success & Advising
    - vi. Director, Libraries

- vii. Registrar
  - viii. Senior Director, Career Success & Experiential Education
- c. Invited Guests:
- i. AAUP Chapter President (NYC)
  - ii. AAUP Chapter President (OW)
  - iii. Associate Provost, NYSED, partnerships, articulations, etc.
  - iv. Dean, Admissions
2. **Duties:** The Curriculum Committee shall review and make recommendations concerning the following matters if they have been submitted to the committee a minimum of three (3) weeks prior to consideration:
- a. revision of existing courses and curricula
  - b. development of new courses and curricula
  - c. additional responsibilities as specified by CBA.

### Curriculum Approval Process

1. At times when the Academic Senate is not in session and decisions need be made immediately, particularly with respect to accreditation, the Vice President for Academic Affairs may make exceptions and bring proposals directly to the Executive Committee. In such cases, any curriculum changes will be brought back to the curriculum committee when it is next in session for review and possible suggestions for minor modification.
2. All proposals submitted for review by the Senate Curriculum Committee (SCC) must be submitted electronically via CoursLeaf (a digital curriculum management tool) by the appropriate faculty or administrator, not less than three weeks prior to the meeting. We will no longer be using paper forms as the process will move to the online CourseLeaf platform. All approval steps and dates will remain the same.
3. Dates of scheduled meetings are available on the Curriculum Committee web page [http://www.nyit.edu/academic\\_affairs/curriculum\\_committee/](http://www.nyit.edu/academic_affairs/curriculum_committee/). Proposals will be placed on the Curriculum Committee agenda in the order they were received, on a space-available basis. **Due to the high volume of proposals, there is no guarantee that the proposal will be on the agenda of the Curriculum Committee meeting that immediately follows the date of submission of the proposal.** Exceptions may be made in the event of emergency situations such as deadlines imposed by external accrediting agencies.
4. **Consent Agenda:** The following items may go on a consent agenda, unless a member of the Curriculum Committee specifically requests it be discussed in the meeting:
  - Modification of a course
  - Modification of a minor
  - Modification of a concentration
  - Addition of speech intensive and/or experiential education designations (following approval from the General Education Ad Hoc Committee)

All these items, with the exception of the speech intensive and/or experiential education

designations, will go out for review as do other submissions. Reviewers will have the option of approving an item to remain on the consent agenda or flagging an item to move back to the main agenda. A school or college may request that additional items be added to the consent agenda if they have confirmed that there is no substantive impact to either its own program or other departments or programs.

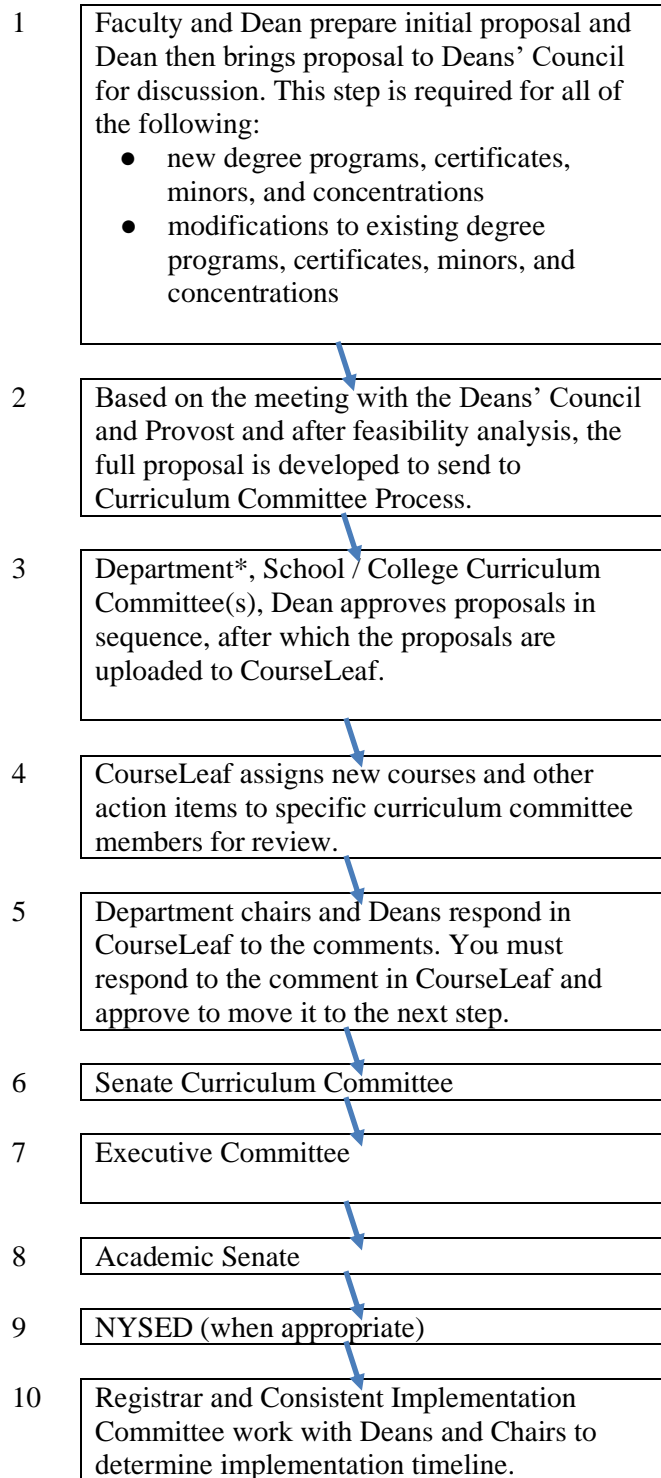
Anyone may ask for these items to be pulled back to the main agenda. Ideally, requests should be made by emailing Bernadette Calabro no later than 5pm on the Tuesday prior to the meeting; however, these requests can be made at any time until the agenda is approved.

5. **Consistent Implementation Committee:** The Consistent Implementation Committee (CIC) is comprised of representatives from Academic Affairs, Academic and Enrollment Support Services, Registrar, Admissions, Advising & Enrichment, and Strategic Communications & External Affairs

They meet on a regular basis to review new program proposals and curricular changes with the main goals of offering recommendations to the proposing departments for optimal implementation and ensuring the most consistent implementation of curricular changes across all departments at New York Tech in accordance with New York Tech and NYSED policies.

Implicit in these goals are the following benefits: (1) minimizing any possible negative impact on new/incoming students affected by curricular changes, (2) minimizing any possible negative impact on business offices affected by curricular changes.

## Process Flowchart



Initial proposal to include

- Preliminary Analysis Criteria for new Curriculum Proposals
- Anticipated costs (5-year spreadsheet)
- Projected Timeline for Implementation

All documents must be submitted to Academic Affairs 48 hours in advance of the meeting.

(Senate curriculum process begins here. Anticipate that the process may take anywhere from 4 months to 1 year.)

\* Not all departments have curriculum committees.

Dean(s) may be asked to attend Executive Committee meeting when appropriate.