



Procedures and Rules for the NYIT Curriculum Committee

1. All proposals for review by the Senate Curriculum Committee should be submitted electronically to Bernadette Buhler (bbuhler@nyit.edu) or to Spencer Turkel (sturkel@nyit.edu) in the Office of Academic Affairs not less than two weeks prior to the meeting. The Office of Academic Affairs, after reviewing the submitted proposals will distribute them electronically to the membership of the committee at least one week prior to the meeting. The scheduled meeting dates for Academic Year 2007-2008 are:

<u>Meeting Date</u>	<u>Submission Date</u>	<u>Distribution Date</u>	<u>Senate Meeting</u>
Sept. 21, 2007	Sept. 12, 2007	Sept. 14, 2007	Oct. 12, 2007
Oct. 26, 2007	Oct. 12, 2007	Oct. 19, 2007	Nov. 16, 2007
Feb. 1, 2008	Jan. 18, 2008	Jan. 25, 2008	Feb. 22, 2008
March 7, 2008	Feb. 22, 2008	Feb. 29, 2008	April 11, 2008
April 8, 2008	April 4, 2008	April 11, 2008	May 9, 2008

2. The Senate Curriculum Committee will only review proposals that have been acted upon by an individual School Curriculum Committee (and the School Curriculum Committee should only review proposals that have been acted upon by the Department’s Curriculum Committee, should one exist), or by *ad hoc* subcommittees formed by the Senate Curriculum Committee.
3. The Vice President for Academic Affairs may make exceptions to rules 1 & 2, when issues of significant urgency or program importance emerge, such as accreditation requirements.
4. All proposals for new programs or significant program modifications must include clear and compelling analyses of five areas: centrality, quality, feasibility/financial viability, marketability and outcomes assessment. All such proposals should be submitted in the format provided by the New Program Guidelines, including the five-year budget plan spreadsheet, and submitted electronically to the committee (electronic versions of these forms are available from the Office of Academic Affairs and on www.nyit.edu in the faculty resources section).
5. When a proposed change in a course or program impacts upon courses or programs in a department or school outside of the one involved in the change, the outside affected departments or schools must be consulted and their response be made part of the presentation to Senate Curriculum Committee.

6. New degree maps must accompany program changes.
7. All substantive changes in the content of a course and/or changes in a course title and/or course number must come to the Curriculum Committee; changes in course numbers and/or titles must be approved by the Registrar. All course descriptions should conform to the style guidelines available from the Office of Academic Affairs. Minor changes in course descriptions that do not reflect a change in course content do not need to go through the Senate Curriculum Committee, nor do copy editing issues that are handled in the Office of Academic Affairs (however, FYI distributions are always welcome). Other than these minor adjustments to course descriptions, no changes to programs or courses can be made in the college catalog without prior Senate approval.
8. All proposals for new courses or major modifications to existing courses should be accompanied by a syllabus
9. All Schools and Departments of NYIT shall include the following academic skills in all new courses: writing to learn, quantitative reasoning, use of technology, and information literacy (see [Information Literacy Competency Standards for Higher Education: Standards, Performance Indicators, and Outcomes](#) (final version, January 2000), as prepared by the *Association of College and Research Libraries* . In addition, all schools and departments of NYIT shall consider the appropriateness of the following skills for inclusion in their courses, and where appropriate these skills should be included when creating new courses: multiculturalism, globalization, interdisciplinary thinking, critical reading and thinking, student research, collaborative learning, ethics, and environmentalism.