



NEW YORK INSTITUTE OF TECHNOLOGY

Academic Year 20-21

## Procedures and Rules for the NYIT Senate Curriculum Committee Academic Year 2020-2021

### Meeting Dates:

September 11, 2020  
October 16, 2020  
November 6, 2020  
January 29, 2021  
February 26, 2021  
April 9, 2021

### Document Submission Deadlines:

August 21, 2020  
September 25, 2020  
October 16, 2020  
December 11, 2020  
February 5, 2020  
March 19, 2020

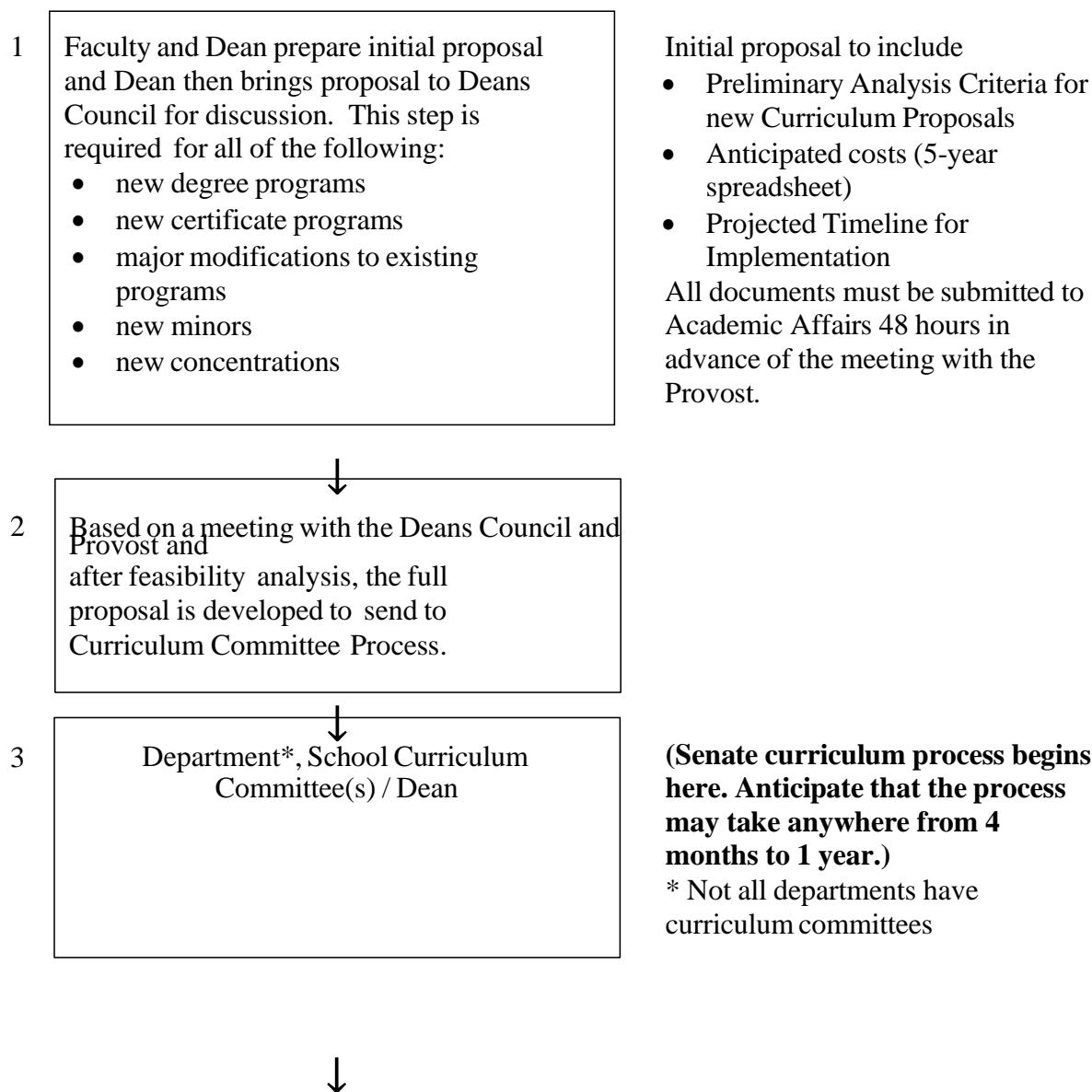
NOTE: To be considered by the Senate in the fall semester, all items must be submitted to academic affairs no later than 10/13/2020. All actions affecting a degree map must have final approval, either by the Senate or NYSED as appropriate, in the fall 2020 semester in order to become effective fall 2021.

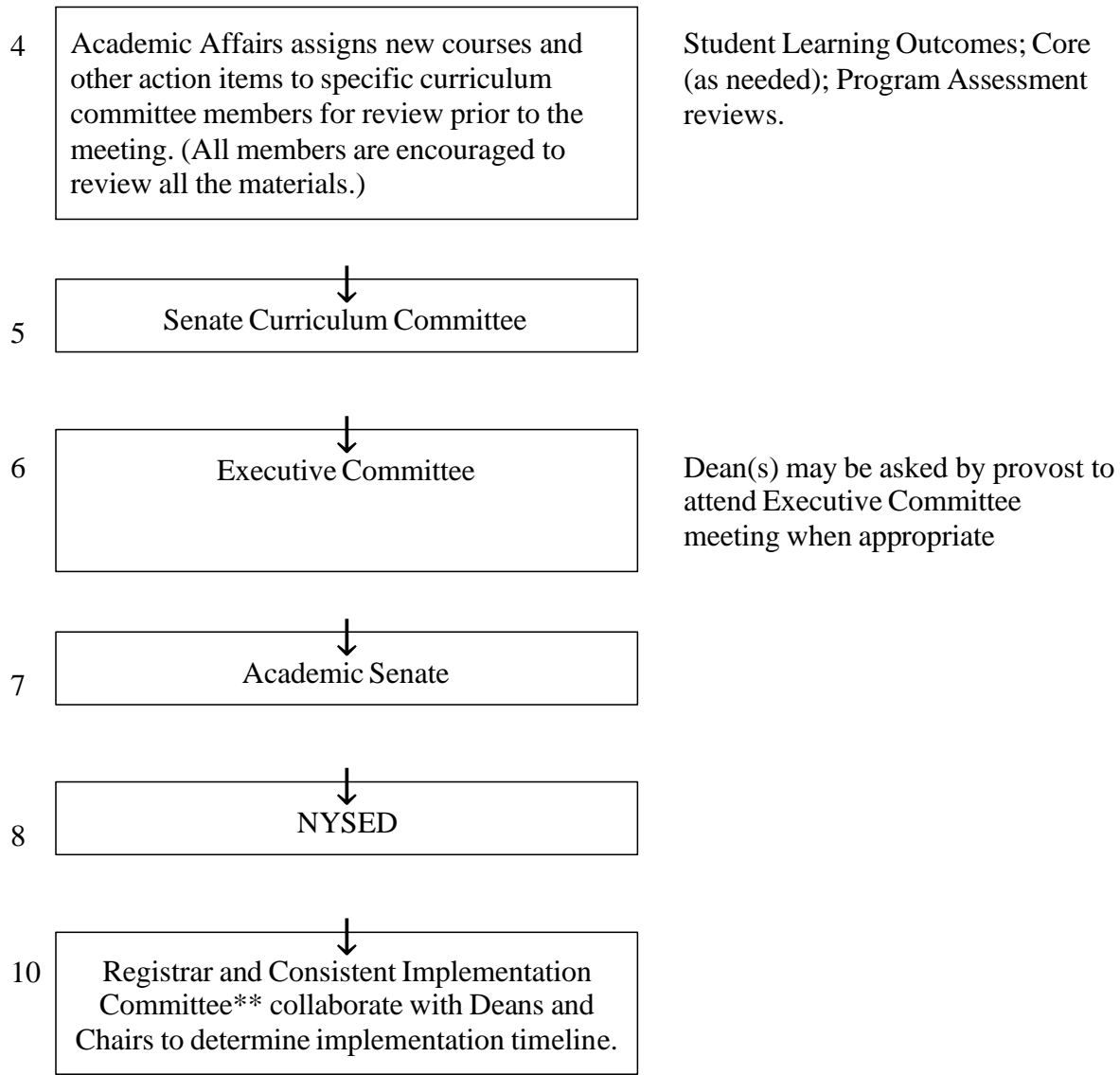
### Membership and Responsibilities of the Curriculum Committee

1. **Membership of the Curriculum Committee**, as defined by the Senate Constitution, is:
  - a. Vice President for Academic Affairs (Chairperson)
  - b. One (1) Librarian Senator
  - c. Each academic school shall elect two (2) Senators and one (1) graduate representative
  - d. One (1) Professional Staff Senator from Student Affairs
  - e. One (1) Student Senator
2. **Duties of the Curriculum Committee**, as stated in the Senate Constitution, are: 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
3. 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.

## Curriculum Approval Process

4. All proposals submitted for review by the Senate Curriculum Committee (SCC) must be submitted electronically by the appropriate School Dean to [bbuhler@nyit.edu](mailto:bbuhler@nyit.edu), not less than three weeks prior to the meeting. 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. Electronic versions of all necessary forms are available from the Office of Academic Affairs or online at [http://www.nyit.edu/academic\\_affairs/curriculum\\_committee/](http://www.nyit.edu/academic_affairs/curriculum_committee/).





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

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 NYIT in accordance with NYIT 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.

## Required Documents

5. The majority of the business that comes before the Curriculum Committee falls into one of seven categories: 1) new degree or certificate programs; 2) significant modifications to existing degree or certificate programs; 3) minor modifications to existing degree or certificate programs; 4) new courses; 5) modifications to existing courses; 6) creation of a minor; and 7) creation of a concentration. Proposals must include all documents specified in the checklist below.
  
6. **New degree and credit-bearing certificate program proposals** must include:
  - a. Cover sheet
  - b. Full proposal including all relevant and all appropriate NYSED forms
  - c. Preliminary Analysis Criteria for new Curriculum Proposals
  - d. Five-year budget plan spreadsheet
  - e. Complete degree map
  - f. Expert Review Appendix (if required as described below):
  - g. If the proposal falls into any of the following four categories, an evaluation of the program by a recognized expert in the field and your response to that evaluation, along with any resulting modifications that were made to the proposal accordingly. The categories are:
    - i. Special accreditation agency exists for the subject matter of the program but accreditation will not be sought.
    - ii. The program's subject matter represents a new or emerging field.
    - iii. The program is in an allied health area, unless the institution can demonstrate that the program is accredited by an accrediting body for college-level programs in the field.
    - iv. The program is a graduate program below the doctoral level.
  
7. **Significant modifications to existing degree or certificate program proposals** are those that require NYSED approval, including: 1) a change of one-third or more of the major credits required for the degree; 2) changes in the program's focus or design; 3) adding or eliminating an option or a concentration; 4) eliminating a requirement for completion such as internship, clinical fieldwork, cooperative education, or other work-based experience; or 5) altering the liberal arts and science percentage in a way that changes the degree classification.

These proposals must include:

- a. Preliminary Analysis Criteria for new Curriculum Proposals
- b. Appropriate NYSED forms
- c. Current and proposed degree maps
- d. Five year financial plan spreadsheet

8. **Minor modifications to existing degree or certificate program proposals** are those which do not require NYSED notification. These proposals must include:

- a. Request for Modification to an Existing Program form
- b. Current and proposed degree maps

9. **New course proposals** must include:

- a. New course request form
- b. Course syllabus

10. **Modifications to existing course proposals** must include:

- a. Course modification form

11. **A Proposal to create a minor** must include:

- a. Cover sheet
- b. Preliminary Analysis Criteria for new Curriculum Proposals
- c. Request for Addition of a Minor form
- d. Response to the Five Review Criteria for New Curriculum Proposals
- e. Five-year financial plan spreadsheet
- f. New courses if appropriate (see 4)

12. **A proposal to create a concentration** must include:

- a. Cover sheet
- b. Preliminary Analysis Criteria for new Curriculum Proposals
- c. Full proposal including all relevant NYSED forms
- d. Current and proposed degree maps (for students enrolled / not enrolled in the concentration)
- e. List of electives available to all students in the major program
- f. List of electives that comprise the concentration
- g. New courses if appropriate (see 4)
- h. Copy of existing program to which the concentration is being added