Procedures and Rules for the Academic Senate Curriculum Committee
Academic Year 2022-2023

Meeting Dates:	**Document Submission Deadlines:**
September 23, 2022	August 25, 2022
October 14, 2022	September 23, 2022
November 11, 2022	October 21, 2022
January 27, 2023	December 9, 2022
February 24, 2023	February 3, 2023
April 7, 2023	March 10, 2023

NOTE: To be considered by the Senate in the fall semester, all items must be submitted to academic affairs no later than 10/21/2022. All actions affecting a degree map must have final approval, either by the Senate or NYSED as appropriate, in the fall 2022 semester in order to become effective fall 2023.

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, 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/. 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/.

5. **Consent Agenda:** The following forms may go on a consent agenda, unless a member of the Curriculum Committee specifically requests it be discussed in the meeting:

   - Course modification forms
   - Modification of a minor
   - Modification of a concentration

   All these items will go out for review as do other submissions. The review form will include a checkbox to approve an item to remain on the consent agenda, or to flag an item for pulling back to main agenda. A school or college may request that additional items (on forms not listed here) 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.
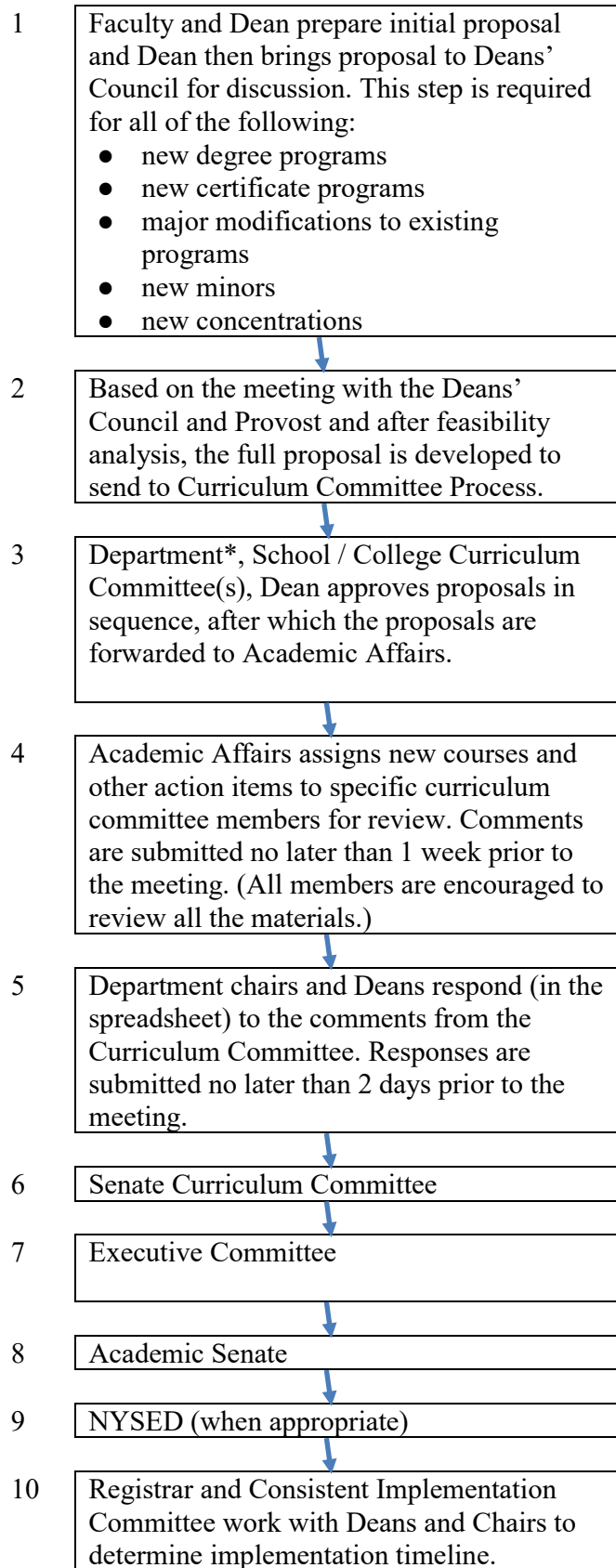
   Anyone may ask for these items to be pulled back to the main agenda. Ideally, requests should be made by emailing Bernadette Calabro no later than 5pm on the Tuesday prior to the meeting; however, these requests can be made at any time, including during the meeting.

6. **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

1	Faculty and Dean prepare initial proposal and Dean then brings proposal to Deans' Council for discussion. This step is required for all of the following: • new degree programs • new certificate programs • major modifications to existing programs • new minors • new concentrations	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.
2	Based on the meeting with the Deans' Council and Provost and after feasibility analysis, the full proposal is developed to send to Curriculum Committee Process.	
3	Department*, School / College Curriculum Committee(s), Dean approves proposals in sequence, after which the proposals are forwarded to Academic Affairs.	**(Senate curriculum process begins here. Anticipate that the process may take anywhere from 4 months to 1 year.)** * Not all departments have curriculum committees.
4	Academic Affairs assigns new courses and other action items to specific curriculum committee members for review. Comments are submitted no later than 1 week prior to the meeting. (All members are encouraged to review all the materials.)	
5	Department chairs and Deans respond (in the spreadsheet) to the comments from the Curriculum Committee. Responses are submitted no later than 2 days prior to the meeting.	
6	Senate Curriculum Committee	
7	Executive Committee	Dean(s) may be asked to attend Executive Committee meeting when appropriate.
8	Academic Senate	
9	NYSED (when appropriate)	
10	Registrar and Consistent Implementation Committee work with Deans and Chairs to determine implementation timeline.	

Required Documents

7. 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.

   New degree and credit-bearing certificate program proposals must include:

   1. Full proposal including cover page and all relevant NYSED documents
      - NYSED Proposal Form
      - **(If applicable)** NYSED Adding Distance Education Option
      - **(If applicable)** NYSED External Reviewer Forms*
      - **(If applicable)** NYSED Master Plan Amendment

   2. Preliminary Analysis Criteria for new Curriculum Proposals
   3. Five-year budget plan spreadsheet
   4. Complete degree map

   *An Expert Review and Response to External Review is required if the proposal falls into any of the following four categories: Special accreditation agency exists for the subject matter of the program but accreditation will not be sought; the program's subject matter represents a new or emerging field; 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; the program is a graduate program below the doctoral level.

   The external review process requires 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 in response to reviewer feedback. A CV and conflict of interest form, signed by the reviewer, must also be submitted.

   EXISTING DEGREE OR CERTIFICATE
   - **General Academic Programs**: Modifications that require NYSED approval.
   - **Professional license programs or related field:** Prior to implementing *any changes* in a program leading to a professional license or a related field, the NYSED Professional Education Program Review Unit should be consulted (OPPROGS@nysed.gov). Please contact Francesca Fiore ffiore@nyit.edu in the office of Academic Affairs for assistance.

   1. Preliminary Analysis Criteria for new Curriculum Proposals
   2. Appropriate NYSED form(s)
      - **(If applicable)** Proposal form
      - **(If applicable)** Add Distance Education Option
   3. Current and proposed degree map
   4. Side-by-side comparison of current and proposed degree maps
   5. Five year financial plan spreadsheet (xls)

Modifications that do not require NYSED approval
1.Change in Degree Map Request form
2.Side-by-side comparison of current and proposed degree maps

Creation of a minor:
1.Cover page
2.Proposal for Minors
3.New Course forms **(if any)**

Creation of a concentration:
1.Cover page
2.Proposal for Concentrations
3.EMSI Program Analysis Report Request Form - Concentrations
3.Full proposal including all relevant NYSED forms
4.Current and proposed degree maps (for students enrolled/not enrolled in the concentration)
5.List of electives available to all students in the major program
6.List of electives that comprise the concentration
7.New courses, **if appropriate** (see #4)
8.Copy of existing program to which the concentration is being added