

Proposal to Restructure the Workload and Operations of the Curriculum Committee

Proposal:

In an effort to reduce the workload and increase the effectiveness of the Curriculum Committee of the Franklin Senate it is resolved that...

- The committee will review all CAPA requests. All requests should include an explanation/justification for the request in the comments of the CAPA request. The unit head should include a statement that the departmental procedures for course creation or changes were followed.
- The Curriculum Committee will continue to review all program-of-study requests (i.e. creation of major/minor, changes to major/minor, creation/update of an emphasis of study). The request must include a letter from the unit head explaining the need for the request and the outcome of a vote by all faculty in the unit.

Rationale:

CAPA Items

Course creation and change items that come to the committee through the CAPA system are only reviewed by the Curriculum Committee and never advance to the full senate. The committee has decided that minor course changes (i.e. changes in the title or description of a course, creation of an online course from an existing in-person course, or creation of an honors version of an existing course) does not need to be reviewed by the committee. Requests to create new courses or make significant changes to an existing course should be reviewed by the full committee. It will be the responsibility of the committee chair to review all CAPA requests and decide if it is a minor or major request. Further, all major requests will need a memo from the unit head explaining the need for the course or changes to the course and evidence of review by the units faculty. Evidence of faculty review could be a report of a vote by the full faculty of the unit or from a curriculum committee constituted by the faculty.

Programs of Study

Requests to create, change, or remove a program of study will be reviewed by the full committee and passed to the full senate for a vote. All program of study requests must be accompanied by a letter from the unit head that includes an explanation/justification for all items in the request and the results of a vote by all faculty in the unit.