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Purpose

Overview of the Process

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Initial Planning

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Preparation and Submission of Petitions

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This document sets out curriculum policies and procedures for the purpose of establishing an orderly, transparent and broad-based process for the thoughtful consideration of curricular matters at Roger Williams University.

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\$Q\ 1HZ 3URJUDPV RU FKDJHV that are determined by the Dean, the Associate Dean of General Education or the Associate Provost for University Studies, to require additional resources, e.g., new majors, minors, core concentrations, degree or certificate programs, go through a more extensive planning process, including the completion of a Business Plan. A summary prospectus must be presented to the Dean of the School or program involved prior to submission of the actual petition. It is advisable that a preliminary consultation with the Dean and Provost occur.

Such a plan should include:

1. description of the new program or major
2. relevance to mission and strategic plan
3. resource summary, including projected enrollments
4. timeline for implementation.

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Following the initial planning process, petitions should be submitted to the appropriate Dean.

Undergraduate and graduate petitions are submitted to the Dean of the appropriate school or program, Associate Dean (for CORE), or Associate Provost (for Interdisciplinary Programs). Petitions must be submitted in electronic format through the [RWU Curriculum website](#)

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Documentation indicating review by all the faculty from the area, program, department, division or school submitting or reviewing the petition must be included in the Petition. In the case of a area, program or department, either meeting minutes or a signature page must attached to the petition. For committee review, the vote tally must be noted in the petition by the curriculum committee chair and in the committee minutes. (NB: FS20120404).

If the petition will impact the requirements of another program, the petition should include documentary evidence that communication between the parties (proposer and affected area, program, department, etc.) has taken place. Such documentation should include PDFs of the document used to communicate with the affected program regarding the proposed change and the affected program's response, including agreement/concern/acknowledgment. (NB: FS 20120307)

For new programs, or substantial changes to programs, that require additional human, facilities and/or financial resources, e.g., new majors, minors, core concentrations, degree or certificate programs, evidence that a business plan has been reviewed by the Provost is required as part of the petition. Either a PDF of the email from the Provost or a PDF of the plan itself satisfies this requirement.

Rationale for the proposed addition/deletion

A comprehensive list of new courses, changes to courses, deletions of courses and any other changes involved

Indication of resources necessary for offering this program or course, e.g., faculty, library resources, facilities.

Proposed catalog copy for any new courses or degree requirements

The impact of the change on the existing program or programs (e.g. cross-listing, banking)

Timeline for implementation of the petition.

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If petition is for a new course, include proposed syllabus and/or a course outline with student learning outcomes

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Petitions for major curricular changes that affect three or more courses (removal, addition or substitution) or those that affect another program, should include D V D P L Q L P X P the following information:

Brief description of petition

Name of Sponsoring College/School

Name of Sponsoring Department/Program/Area

Name of Sponsoring Faculty Member(s)

Detailed description of the proposed change

Specific rationale for the proposed change.

Analysis of impact of proposed change on students.

Analysis of impact of proposed change on other programs.

Indication of any existing courses or programs that will be dropped if the proposal is approved.

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Brief description of petition

Name of Sponsoring College/School

Name of Sponsoring Department/Program/Area

Name of Sponsoring Faculty Member(s)

Indication of the Specific Change, such as:

- Changes involving Banking/Unbanking of course(s)
- Changes describing a specific course
- Changes to catalog copy describing a Program, Major, Minor or Concentration
- Changes to Requirements of a Program, Major, Minor or Concentration involving fewer than three courses

Rationale for the change.

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The Dean/Associate Dean/Associate Provost will review the petition Z L W K L Q W Z from the petition arriving in their approval queue. It is the responsibility of the Dean/Associate Dean/Associate Provost to offer suggestions and recommendations to the proposing faculty regarding the submitted petition.

The Dean/Associate Dean/Associate Provost will do one of the following:

- Recommend the petition be moved forward to the appropriate faculty curriculum committee.

- Return the petition to the faculty submitting the petition with suggestions for changes.

- Reject the petition and forward it to the appropriate faculty curriculum committee along with a written rationale for objections to the petition (1 % FS20120404).*

Following review, the Petition moves forward via the curriculum website to the chair of the appropriate faculty committee:

- School curriculum petitions are forwarded by the Dean of the school to the chair of the school's Curriculum Committee.

- Core curriculum petitions will be forwarded by the Associate Dean of General Education to the GECPC.

- Interdisciplinary Curriculum petitions will be forwarded by the Associate Provost for Teaching and Learning to the University Studies Curriculum Committee.

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Once a complete petition is received electronically by the chair of the appropriate reviewing committee, the petition will be included on the agenda of the committee's next regularly scheduled meeting providing the petition is received one week before the scheduled meeting date. Each committee may establish their own procedures for reviewing petitions and these procedures must be published.

All petitions must be reviewed in a timely fashion, and the agenda and minutes of the meetings must be sent to all faculty in the School. See Curriculum Flow.

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The committee may:

- Return the petition to the petitioner with suggestions for changes.

- Approve the petition and forward it to the Faculty Senate Curriculum Committee.

- Reject the petition and forward it to the Faculty Senate Curriculum Committee with comments (1 % FS20120404).*

After reviewing the petition, the Chair of the appropriate committee will electronically forward the petition with their recommendations, if any, to the chair of the Faculty Senate Curriculum Committee.

* If a petition receives a negative vote by both the Dean and the School's review committee it does not move to the next level of consideration. If a petition receives a positive vote from either the appropriate committee or the Dean, it moves on to the next level.

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Upon receipt of the petition from the initial reviewing committee, the Chair of the Faculty Senate Curriculum Committee will place the petition on the agenda of the next regularly scheduled meeting

providing the petition was received one week prior to the date of the meeting. The Faculty Senate Curriculum Committee may establish their own procedures for reviewing petitions and these procedures must be published. All petitions must be reviewed in a timely fashion, and the agenda and minutes of the meetings must be sent to all faculty.

The FSCC may:

Approve the petition and place it on the agenda of the next Faculty Senate meeting for ratification.

Return the petition to the petitioner requesting changes.

Reject the petition and place it on the agenda of the next Faculty Senate meeting for evaluation with an explanation of the FSCC objections (1 % FS20120404).

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Upon receipt of the petition from the FSCC, the President of the Faculty Senate will place the petition(s) on the agenda of the next regularly scheduled Faculty Senate meeting. The Faculty Senate may establish their own procedures for reviewing and ratifying petitions and these procedures must be published. All petitions must be reviewed in a timely fashion, and the agenda and minutes of the meetings must be sent to all faculty.

The Faculty Senate may:

Approve the petition and forward it electronically to the office of the Provost.

Return the petition to the petitioner requesting changes.

Reject the petition and move it to the Provost with an explanation of the Senate's objections (1 % FS20120404).

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Upon receipt of the petition from the Senate, the Provost will review the petition in a timely fashion.

The Provost may:

Accept petition and notify Registrar and University Faculty.

Return the petition to any of the previous reviewing bodies, and/or the petitioner, with concerns.

Reject the petition with an explanation to the petitioner and to those bodies that have approved it (1 %) 6).

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Upon receipt of the petition from the Provost, the Registrar will include the new curriculum in the upcoming catalog.

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1	<p>Department/Area/Program Planning Process</p>	<p>Department/Area/Program Planning Process</p>	<p>(Interested and supportive faculty) Planning Process</p>	
	<p style="text-align: center;">↓</p> <p style="text-align: center;">creation of courses, majors, minors, programs, certificates</p>	<p style="text-align: center;">↓</p> <p style="text-align: center;">creation of courses</p>	<p style="text-align: center;">↓</p> <p style="text-align: center;">creation of courses, majors, minors</p>	<p style="text-align: center;">VARIES</p>
2	<p style="text-align: center;">School Dean Recommends CC Review</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Program Associate Dean Recommends CC Review</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Program Associate Provost Recommends CC Review</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">2 WEEKS</p>
3	<p style="text-align: center;">School CC (representative or of the whole)</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">GECPC</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">University Studies CC</p> <p style="text-align: center;">↓</p>	