

**Procedures and Rules for the Academic Senate Curriculum Committee
Academic Year 2023-2024**

Meeting Dates:

September 8, 2023
October 13, 2023
November 10, 2023
January 26, 2024
February 23, 2024
April 12, 2024

Document Submission Deadlines:

August 18, 2023
September 22, 2023
October 20, 2023
December 8, 2023
February 2, 2024
March 22, 2024

NOTE: To be considered by the Senate in the fall semester, all items must be submitted to academic affairs no later than **10/21/2023**. All actions affecting a degree map must have final approval, either by the Senate or NYSED as appropriate, in the fall 2023 semester in order to become effective fall 2024.

Membership and Responsibilities of the Curriculum Committee

1. **Membership:** There shall be three categories of members; Full voting members, Ex-officio non-voting members (can fully participate in discussions including making proposals, and Invited guest (can participate in discussions).
 - a. Full Voting Members:
 - i. The Provost and Vice President of Academic Affairs (Chairperson)
 - ii. One (1) elected At large Faculty member (Co- chair)
 - iii. One (1) Librarian Senator³²
 - iv. Each academic School shall elect three (3) Senators.
 - b. Ex Officio Non-Voting Members:
 - i. One (1) Professional Staff Senator representing unit traditionally known as from Student Affairs
 - ii. One (1) Student Senator³³
 - iii. Deans of each academic School or College represented on this committee
 - iv. Dean, Vancouver Campus
 - v. Associate Dean, Undergraduate Student Success & Advising

- vi. Director, Libraries
 - vii. Registrar
 - viii. Senior Director, Career Success & Experiential Education
- c. Invited Guests:
- i. AAUP Chapter President (NYC)
 - ii. AAUP Chapter President (OW)
 - iii. Associate Provost, NYSED, partnerships, articulations, etc.
 - iv. Dean, Admissions
2. **Duties:** 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
 - c. additional responsibilities as specified by CBA.

Curriculum Approval Process

1. 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.
2. 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. We anticipate this process transitioning to Courseleaf, a digital curriculum management tool, at some point during the academic year. At that time, we will stop using all paper forms and the process will move to the online platform. All approval steps and dates will remain the same.
3. 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/.
4. **Consent Agenda:** The following items may go on a consent agenda, unless a member of the Curriculum Committee specifically requests it be discussed in the meeting:
 - Modification of a course
 - Modification of a minor
 - Modification of a concentration

- Addition of speech intensive and/or experiential education designations (following approval from the General Education Ad Hoc Committee)

All these items, with the exception of the speech intensive and/or experiential education designations, will go out for review as do other submissions. Reviewers will have the option of approving an item to remain on the consent agenda or flagging an item to move back to the main agenda. A school or college may request that additional items 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.

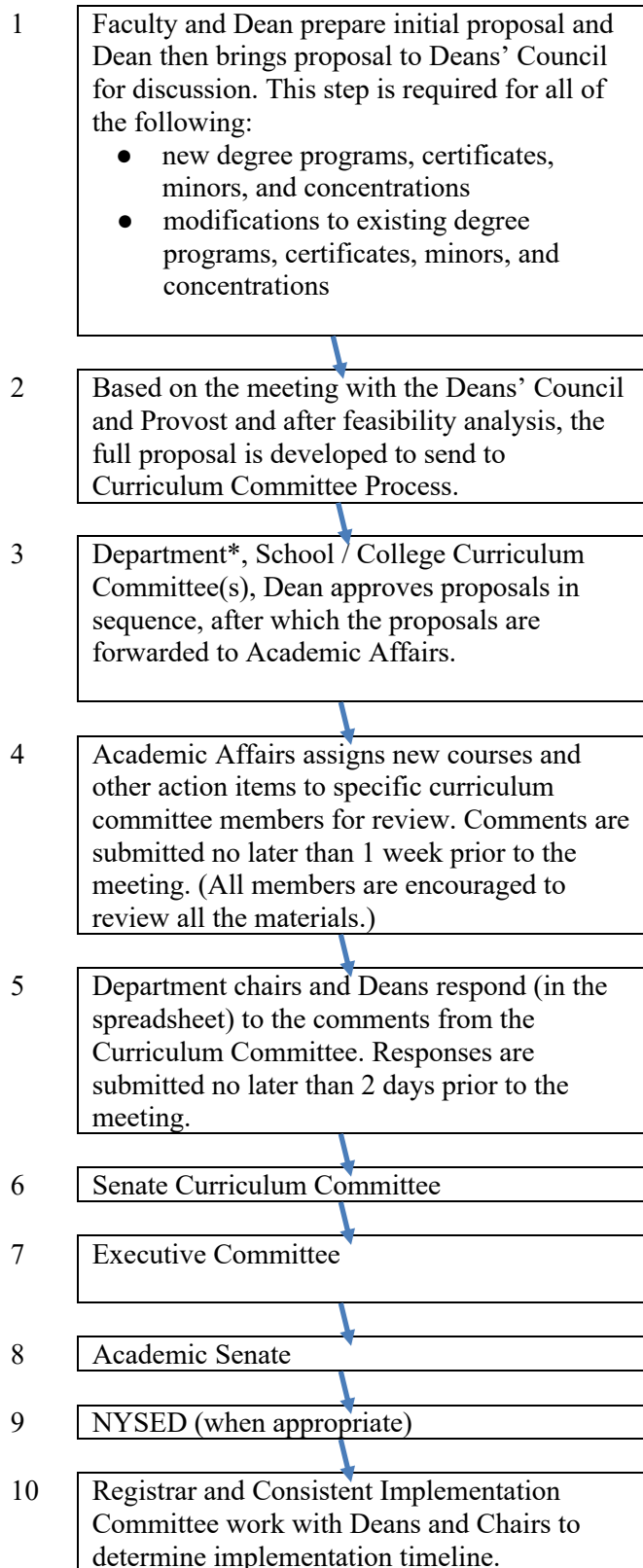
Anyone may ask for these items to be pulled back to the main agenda. Ideally, requests should be made by emailing Bernadette Calabro no later than 5pm on the Tuesday prior to the meeting; however, these requests can be made at any time until the agenda is approved.

5. **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



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.

(Senate curriculum process begins here. Anticipate that the process may take anywhere from 4 months to 1 year.)

* Not all departments have curriculum committees.

Dean(s) may be asked to attend Executive Committee meeting when appropriate.

Required Documents

Proposals must include all documents specified in the checklists below.

New degree, credit-bearing certificate, minor, or concentration program proposals must include:

1. Cover page
2. Preliminary Analysis Criteria for new Curriculum Proposals (this form will remain after Courseleaf implementation)
3. Complete degree and semester maps
 - a. For concentrations, include a list of all electives and indicate which would count towards the concentration
4. List of courses with catalog descriptions
5. If needed:
 - a. New course forms, with syllabus attached
 - b. Course modification forms

NOTE: Admission requirements and academic standards should be submitted to AAS

Changes to existing degree, credit-bearing certificate, minor, or concentration program proposals must include:

- **General Academic Programs:** Modifications that require NYSED approval.
- **Professional license programs or related fields:** 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. Cover page
2. Change of degree map form
3. Side-by-side comparison of current and proposed degree map
 - c. For changes in concentrations, include a list of all electives and indicate which would count towards the concentration
4. If needed:
 - a. New course forms, with syllabus attached
 - b. Course modification forms