DAKOTA STATE
OFFICE OF THE PROVOST

DSU Curriculum Approval Process

Purpose

Curriculum is developed through shared governance. The purpose of this process is to ensure that curriculum changes and new program proposals (hereafter referred to as curriculum) are reviewed transparently, informed by relevant data, and evaluated for their impact on students, academic programs, faculty, resources, and the University's strategic mission.

Proposal Development

- Curriculum should be initiated because of compelling data, including mission alignment, strategic opportunities, program review and other assessment data, student success, student demand, industry demand, accreditation requirements, and financial implications.
- Curriculum typically originates from a faculty member at the department level.
- The president, provost and/or dean may initiate curriculum for reasons including but not limited to SDBOR directives, student success indicators, financial implications, or strategic mission-aligned opportunities. In this instance, the curriculum must go through all approval processes described below to ensure shared governance.
- The proposal originator must discuss the curriculum with their department chair prior to preparation of formal documentation. The originator or chair must discuss with the dean prior to preparation of formal documentation.
- If the curriculum pertains to a graduate program, the graduate dean must be included in discussion of the concept and development of the program.
- The dean must discuss all potential curriculum that would have budget, staffing, political (internal or external), Regental, or mission impact with the provost.
- Departments must use the appropriate SDBOR form(s) to request curriculum changes and new program proposals. The Office of the Provost serves as a resource to departments in identifying and completing forms accurately and robustly.

- Departments bear the responsibility of verifying or planning and budgeting for critical factors including:

    - sufficiency of workload
    - faculty expertise
    - learning and library resources
    - technology needs
    - facility and equipment availability
    - accreditation requirements
    - other factors as appropriate

  Those considerations should be documented as required in SDBOR forms to ensure appropriate review by the deans and college, curriculum committee, provost and Board of Regents.

- Departments must consider the implication of curriculum changes and program proposals on enrollment of other programs at the university, and other factors that may impact their flourishing, including but not limited to:

    - Programs requiring the affected course(s)
    - Departments and colleges associated with those programs
    - Student enrollment potentially affected by the proposed change
    - Prerequisite and co-requisite changes affected by the proposal
    - Degree requirements affected by the proposal
    - Accreditation implications, if applicable
    - Resource implications, including faculty workload, facilities, equipment, software, and library resources
    - Common course vs unique course; changes to common courses must be approved by all universities who offer them

  Any proposal identified as affecting another program, department or college must be shared with the affected department chair(s) and dean(s) before it is taken forward for departmental approval.

  Chairs and deans should work collaboratively to mitigate negative impacts of the proposal where at all possible.

  Any unresolved concerns should be provided in writing by the impacted chair(s) or dean(s) to the proposal originator. Those responses must accompany the proposal through all subsequent levels of university review.

Departmental Approval

- The proposal originator must share the curriculum with their department chair. Correct SDBOR forms must be used and accurately completed.
- The department chair will include the curriculum on the agenda of a departmental meeting. The completed paperwork must be shared with the department for their review.
- Departments must discuss curriculum at a departmental meeting. Email should not be the sole mechanism for discussing curriculum.
- Departments should consider academic quality, student success, assessment data, industry demand, accreditation, enrollment implications, resource requirements, and related data in their consideration.
- While departments may choose to vote on curriculum, the vote does not need to be unanimous; a majority is appropriate. For votes taken during a meeting, a quorum is expected prior to a vote; at least half of department members plus 1 should be present.
- Departments must document their approval or lack of approval in meeting minutes as evidence for HLC Criterion 3.
- All curriculum that advances out of the department will be submitted by the department chair to the dean with their endorsement for the dean's review.
- If the department votes no on curriculum initiated by the president, provost or dean, the dean has the authority to move the curriculum or program forward for college consideration despite the vote. The dean must disclose the result of the vote to the college.
- When the curriculum change or program proposal is approved by the dean, it will be included on a college meeting agenda.

College Approval

- All curriculum will be placed on the agenda of the next available college meeting by the dean.
- Curriculum will be discussed by faculty and college leadership.
- While colleges may choose to vote, the vote does not need to be unanimous; a majority is appropriate. For votes taken during a college meeting, a quorum is

expected prior to a vote; at least half of college faculty members plus 1 should be present.

- Colleges must document their approval or lack of approval in meeting minutes as evidence for HLC Criterion 3.
- Curriculum initiated by the president, provost or dean that are not supported by the college will be reported to the president and provost. Only curriculum resulting from an SDBOR directive or due to financial implications will move forward, if opposed in the college. Opposition of the college will be reported to the curriculum committee.
- The college dean will send the appropriate paperwork to the Office of the Provost for review. Office of the Provost staff will review the completed paperwork for completeness and compliance with SDBOR requirements and university accreditation. The provost may require elaboration, clarification, or revision of curriculum for the purpose of improving their success in the Board approval process.
- The Office of the Provost will include the curriculum on an upcoming Undergraduate Curriculum Committee or Graduate Council agenda.

Curriculum Committee Approval

- All curriculum must be reviewed by the Undergraduate Curriculum Committee or Graduate Council.
- The Office of the Provost will make every effort to ensure the agenda is provided to members with sufficient time for members to research and understand implications of the curriculum.
- It is the responsibility of committee members to gather feedback from faculty within their college about any curriculum items that may have an impact on the college to ensure committee members' feedback at the curriculum committee meetings reflect the college's perspective, not just the committee member's perspective.
- College representatives on the Undergraduate Curriculum Committee and Graduate Council must be prepared to explain curriculum that comes out of their respective colleges, and respond to questions.
- It is the responsibility of committee members to attend meetings and exercise due diligence in ensuring curriculum is aligned to the University's mission, strategic in nature, uses assessment data where appropriate, considers the best interest of

students, has evidence of student and industry demand, contains academic rigor, and is structured to ensure financial responsibility. Committee members must also examine potential implications to other programs at the University.

- Committees will call for a vote on all curriculum items. The vote does not need to be unanimous to pass; a majority is appropriate. A quorum is expected prior to a vote; at least half of committee members plus 1 must be present to vote.
- Committees may decide to refrain from a vote and instead move voting to a future meeting to allow a department time for potential revisions, or to respond to questions, or to allow for sufficient time for discussion at college meetings.
- In the event of a no vote, only curriculum initiated due to an SDBOR directive or financial implications will move forward for university approval. The president and provost will be notified of the vote of the committee.
- The Office of the Provost will record the curriculum decisions of the Undergraduate Curriculum Committee and Graduate Council in the form of meeting minutes and will share those minutes with all full-time faculty following a meeting.
- The Office of the Provost will keep an historic record of curriculum changes and additions on a university website in accordance with Board guidelines. See blogs.dsu.edu/public-info-curriculum/.

University Approval

- The Office of the Provost will ensure paperwork is prepared to submit to the SDBOR Academic Affairs Council, including obtaining signatures from the Provost and/or President where required.
- The University President has the authority to deny a curriculum change or program proposal for reasons including SDBOR directives, financial constraints, availability of resources (e.g. workload, facilities, equipment), lack of compelling data on student or industry demand (enrollment), and mission alignment. The University President has the authority to approve curriculum changes or a new program proposal despite lack of college and/or curriculum committee support, As the university's chief academic officer, the Provost may also deny or approve curriculum for the same reasons. Feedback will be provided to the department in the event that any of the scenarios in this bulleted item occur.
- The President or Provost may require revision of curriculum for the reasons noted above.

Board Approval

- SDBOR Policies and Guidelines dictate the approval process and required forms for all curricular changes and program proposals.

Timelines

- All curricular changes to existing courses and programs must be out of the college and to the Office of the Provost for inclusion on a curriculum committee agenda by December 31st with rare exceptions that must be approved by the provost.
- New programs, specializations, minors, and certificates may be initiated at any time.
- Consult with the Office of the Provost to estimate a curriculum approval timeline based on type of curriculum change or addition, Board policies and guidelines, AAC meeting schedules, and Board of Regents meeting schedules.