COE Curriculum Checklist & Deadlines: Fall TENTATIVE Dates

☐ Due by March Prior to the Academic Year (only for new degree programs): Consultation by department with Dean, Provost, Strategic Enrollment Management, and Rowan Global (if applicable) to assess program need and objectives, alignment with college and university mission, staffing needs, marketability, projected enrollment and impact on existing enrollment or expansion, and recruitment strategy.

☐ Due by April Prior to the Academic Year (only for new degree programs): Consultation by department with Dean, Provost, Facilities & Operations, and Information Resources & Technology to assess space and technology needs. Prepare white paper.

☐ Due in May Prior to the Academic Year (only for new degree programs): Preliminary authorization by BOT Academic Affairs Committee to develop program.

☐ September 1: Department determines CURRICULUM COMMITTEE for the review and approval process of all planned proposals and should be aware of their responsibilities. Please ensure the chair of the committee member have experience with curriculum process.

☐ September 1: Department determines PROPOSAL SPONSORS for all planned proposals. Curriculum Proposal Sponsors are responsible for their proposals throughout the review and approval process and should be aware of their responsibilities: Sponsor Responsibilities

☐ September 10: Department Chairperson LISTS ALL PLANNED PROPOSALS on the COE’s https://docs.google.com/document/d/1Ml1mMumEJRaj9mlN4WzhSzBX403t7wZiT7-A05lk6p8/edit?usp=sharing table (editable Google doc). Make sure you are following the correct process (See Senate Curriculum website for overview of processes).

☐ By September 20: WRITE YOUR CURRICULUM PROPOSAL. Make sure to:

   ☐ Clearly explain Curricular Effect: This is a really important section that gets “dinged” a lot for not being meaty enough. Sponsors especially need to anticipate questions about student progress through their programs and why an increase or decrease in program hours is needed.
   ☐ Fill out the Library Resource Form and get it signed.
   ☐ Check that all pre-requisite, co-requisite, and other associated program courses are correct in the proposal
   ☐ Request and include consultation letters from other departments or individuals.
   ☐ Respond to consultation letters. Sponsors are expected to address these issues in a response to the critique or to resolve the issue to receive a positive consult.

☐ By October 1: OBTAIN DEPARTMENT COMMITTEE REVIEW AND APPROVAL AND SUBMIT CURRICULUM PROPOSALS TO THE DEAN’S OFFICE. Proposals must include signatures from the department Chairperson and the department’s Curriculum Committee Chair. Proposals received after October 1st at 4pm will not be considered for fall submission.

☐ By October 8: Dean’s Office reviews the proposals, recommends revisions, and returns copies of the proposal paperwork to departments.
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☐ **By October 18**: SUBMIT REVISED CURRICULUM PROPOSAL TO THE DEAN’S OFFICE.

☐ **By October 24**: Dean’s Office returns signed copies of the proposal paperwork to departments.

☐ **By October 27**: DELIVER A HARD COPY of the proposal’s cover sheet (the signed Process Curriculum Submission Form) to the Senate office AND EMAIL A COMPLETE, SINGLE (PDF) file (which includes the cover sheet and the entire proposal) to curriculumproposalsubmission@rowan.edu. The proposal should be submitted (emailed) by its lead sponsor. The complete title of the proposal (as shown on the curriculum submission form) must be the subject line of the email. Dean’s office (Karen Rosa) must be copied on ALL submissions.

☐ **By Mid-November**: Please follow up emails from college committee chair. Typically, the COE committee holds reviews in November for fall. Depending on how many proposals, there usually needs to be two dates. Hearings last about 1 ½-2 hours. Curriculum sponsors will be notified of their hearing date. If they cannot attend, they must send a representative who has knowledge about the proposal. Departments should avoid sending someone who does not know the proposal and cannot answer questions.

☐ **By Early December**: Once the college committee reviews and gives a decision, make revisions, send the revised proposal to College Curriculum committee chair and scan and resubmit the whole proposal the senate office. (Process A’s and C’s do not go on to the university review). Dean’s office (Karen Rosa) must be copied on all re-submissions sent to senate after college hearings and after any revision requests by the college curriculum chair.

☐ **University level**: Process A’s and C’s do not go on to the university review. Any other proposals will have a university curriculum hearing. Sponsors will need to attend this as well. Once the university committee reviews and gives a decision, make revisions, send the revised proposal to College Curriculum committee chair and scan and resubmit the whole proposal the senate office. Dean’s office (Karen Rosa) must be copied on all re-submissions sent to senate after senate hearings and after any revision requests by the senate curriculum chair.

☐ **Provost level and curriculum database**: Once the university committee approves the proposal, Provost Office receives them and reviews. It is the responsibility of the proposal sponsor to check the status of their proposal on the senate curriculum database once it has been approved by Provost Office.

**MOST COMMON ISSUES TO AVOID:**

1. Make sure you are using the correct curricular process. It has changed so much. Contact the university curriculum chair if you have questions before you write the proposal.

2. Argument for proposal/change (usually in Rationale and Curricular Effect) is not strong enough. This is important. Also, ANYTHING that a letter mentions as a question or problem needs to be addressed in the response to consultation section. Even if you disagree with it. Ignoring it will be flagged at the university level.
3. **Strong, clear, succinct writing is expected.** Please avoid any careless errors: typos, formatting inconsistencies, and sloppy looking proposals with grammar and wording mistakes as all proposals are judged as the quality of work from a college.

4. Not thinking through the political implications of the proposal: who will have any type of emotional reaction to the proposal? Make sure they are consulted.

5. Review the [Common Errors document](#) on the Senate Curriculum website to make sure your proposal looks great.

6. Signatures and timelines: make sure to get them and meet them early.