Proposals:  

1. Change the name of the SVPA standing Curriculum Committee to the SVPA Program Review Committee. This new name is in line with SPS and A&S and what has been typically used for some time. Description of committee will remain the same.

2. Remove/disband Transition Committee. Has not been in existence at least since 2016.

3. Accept bylaws of the SVPA Program Review Committee. These bylaws were not in existence. The bylaws mirror much of the language found in the bylaws of the other 3 schools.
WCSU SCHOOL OF VISUAL & PERFORMING ARTS
PROGRAM REVIEW COMMITTEE

Bylaws

Article I. Name

A. The name of the organization shall be Program Review Committee (hereafter referred to as PRC in this document). It is a standing committee of the School of Visual & Performing Arts (hereafter referred to as SVPA in this document), Western Connecticut State University.

Article II. Purpose

A. The purpose of the Program Review Committee is to review and evaluate proposed changes in the SVPA undergraduate and graduate programs and their curricula and to recommend approved changes to the University Committee on Undergraduate Curriculum and Academic Standards (undergraduate) and/or the Graduate Council. The Program Review Committee reviews all new courses, curriculum changes, and requirements submitted by departments of the SVPA.

Article III. Membership and Chair

A. Membership will consist of the Dean of the SVPA (Ex officio, non-voting) and the Chairs of each department within the SVPA.

B. The Chairperson will be elected by majority vote at the first meeting of the academic year and will serve as Chair for one academic year.

The Chair of the PRC is responsible for entering approvals or denials of curricular matters in the Curriculum Approval Process in Sharepoint.

Article IV. Meetings

A. The PRC will have at least two scheduled meetings each semester. These meetings may consist of or be in electronic format. The Chair will set these times, after reviewing the schedules of the members.

Additional meetings may be called if the timing of a program review necessitates this. The Chair will initiate this, with at least a week’s notice to members.
B. A quorum shall consist of a majority of the voting PRC membership.

**Article V. Procedure for Submitting Proposals to the PRC**

A. Materials for PRC review will be submitted electronically to sharepoint by the department and following the most current guidelines and procedures anticipated by the University’s Committee on Undergraduate Curriculum and Academic Standards (CUCAS) and Graduate Council.

B. Materials should be submitted electronically to sharepoint at least two weeks before a scheduled PRC Meeting, so that the PRC Chair can alert the other PRC members about the proposal.
Standing Committees of Schools

**Ancell School Of Business**

**Ancell Curriculum Committee:** Reviews all new courses, curriculum changes, etc., submitted by departments of the School prior to submission to Committee on Undergraduate Curriculum and Academic Standards.

**Committee of Chairs:** Serves as a clearing committee to review various matters that pertain to more than one department.

**GPCC (Graduate Planning Curriculum Committee):** Monitors the status of the MBA, MHA, MSJA programs and makes recommendations for improvement or change.

**School Of Arts And Sciences**

**Program Review Committee:** Reviews all course and program proposals in the School for conformity to policy as well as need, appropriateness, and duplication.

**Planning Committee:** Initiates and/or recommends areas of needed program development; explores directions for the School to take. In addition to the above, there are the following committees whose titles are self explanatory:

- Computer Tech. Steering Comm.
- Department Chairpersons
- Nominations and Elections
- Pre-Health Professions
- Pre-law
- Student Awards Advisory Committee

**University Honors Council:** Oversees the University Scholars Program and the Honors Interdisciplinary Bachelors Degree Program. Membership is drawn from all three schools of the university.

**School Of Professional Studies**

**Program Review Committee:** Reviews all new courses, curriculum changes, and requirements (except teacher education programs) submitted by departments of the School and acts as an advisory committee to the dean for other academic problems which may arise.

Education Program Review Committee: Reviews all teacher education programs, courses and requirements. Based in the School of Professional Studies but also includes membership from the School of Arts and Sciences and the School of Visual and Performing Arts' Music Department. Responsible for maintenance of NCATE and State Department of Education Certification and Accreditation Standards.

**School Of Visual And Performing Arts**

**Transition Committee:** Advises the dean on planning and formation of the newest School of the University.

**Curriculum Committee:** Review all course and program proposals prior to submission to the Committee on Undergraduate Curriculum and Academic Standards and/or the Graduate Council.
WCSU SCHOOL OF PROFESSIONAL STUDIES
Program Review Committee

By-Laws

Article I. Name

A. The name of the organization shall be Program Review Committee (hereafter referred to as PRC in this document). It is a standing committee of the School of Professional Studies, Western Connecticut State University.

Article II. Purpose

A. The purpose of the Program Review Committee is to review and evaluate proposed changes in the School of Professional Studies’ undergraduate and graduate programs and their curricula and to recommend approved changes to the University Committee on Undergraduate Curriculum and Academic Standards (undergraduate) and/or the Graduate Council. The Program Review Committee reviews all new courses, curriculum changes, and requirements (except teacher education programs) submitted by departments of the School of Professional Studies.

Article III. Membership and Chair

A. Membership will consist of the Dean and Assistant Dean of the School of Professional Studies as Ex officio members without vote and four (4) teaching faculty of the School, one each representing the four Departments within the School, as follows:

1. Education and Educational Psychology
2. Health Promotion and Exercise Sciences
3. Nursing
4. Social Work

B. Appointment to the PRC:

1. Appointment will be done by the Department Chairs of each of the four above Departments and shall be for a two-year term.

2. To establish overlapping memberships, Nursing and Health Promotion and Exercise Sciences will each appoint its representative for a two-
year term beginning Fall of odd numbered years; Education, and Social Work will each appoint its representative for a two year term beginning Fall of even numbered years.

C. Should the designated member be unable to attend a meeting, the Department Chair will send an alternate representative. This person will have voting privileges.

D. The Chair position will rotate every two years.

E. The Chair will submit a PRC Annual Report from the previous years’ work at the first PRC meeting of the new academic year.

Article IV. Meetings

A. The PRC will have at least two scheduled meetings each semester. These meetings may consist of or be in electronic format (i.e. teleconference or meeting online). The Chair will set these times, after reviewing the schedules of the members.

1. Additional meetings may be called if the timing of a program review necessitates this. The Chair will initiate this, with at least a week’s notice and polling of members.

2. Scheduled meeting will be cancelled if there is no agenda item. The Chair will cancel this with one week’s notice.

B. A quorum shall consist of a majority of the PRC membership (3). This can be verified also via electronic format.

C. Minutes.

1. The Recorder’s duties will be rotated in alphabetical order.

2. A draft of the minutes shall be distributed to PRC members by the recorder within 10 business days following the meeting. The minutes recorder can use an electronic submission for distribution to committee members and the PRC Chair.

3. A vote Approval of Minutes will be done at the next scheduled meeting or electronically if the meeting is cancelled.

4. A final copy of the approved Minutes should be done by the Recorder of that meeting and filed with the PRC Chair.
5. The PRC Chair will electronically forward a copy of the approved minutes to the SPS Deans office.

Article V. Procedure for Submitting Proposals to the PRC

A. Materials for PRC review will be submitted electronically to sharepoint by the department and following the most current guidelines and procedures anticipated by the University’s Committee on Undergraduate Curriculum and Academic Standards (CUCAS) and Graduate Council.

B. Materials should be submitted electronically to sharepoint at least two weeks before a scheduled PRC Meeting, so that the PRC Chair can alert the other PRC members about the proposal.

C. It is strongly recommended that a Department Chair/Program Coordinator and/or Faculty overseeing the proposed curricular modifications attend the meeting in person or participate in the online/electronic format of the meeting.

Article VI. Vote

A. Each member of the PRC shall have one vote.

B. In the event that a member or alternate is unable to attend a meeting, that member’s written vote will be accepted, in the form of an e-mail or memo to the Chair at least 24 hours before the scheduled meeting.

C. Approval of material will be by majority vote of the quorum.

Article VII. Procedure for Approved Proposals

A. It is strongly recommended that the Department Chair, Program Coordinator, and Faculty overseeing the proposal curricular standards must monitor the approval process through share point.

Revised/Approved: 9/27/12
JHL
A & S Program Review Committee

By-Laws

Sample Proposals for a New Course

MSAS Review Committee Minutes

In these by-laws, the Arts and Sciences Program Review Committee will be referred to as the PRC or as the committee.

I. OBJECTIVES

1. To review all course and program proposals from the Macricostas School of Arts and Sciences for clarity, conformation to policy and/or other issues.
2. To recommend approved proposals to the Committee on Undergraduate Curriculum and Academic Standards (CUCAS) or to the Graduate Council.

II. MEMBERSHIP

1. 2 representatives elected by and from Humanities
2. 2 representatives elected by and from Natural and Mathematical Sciences
3. 2 representatives elected by and from Social and Behavioral Sciences
4. The Dean of Arts and Sciences
5. Term of Office
   1. Each elected representative will serve a 2-year term
   2. The 2 elected representatives from each division (i.e.: Humanities, Natural and Mathematical Sciences, and Social and Behavioral Sciences) will have overlapping terms.
6. Election of Members
   Elections will be held each academic year by the A&S Nominations and Elections committee.

III. CONDUCT OF BUSINESS

1. Meetings
   1. The first meeting of each academic year will be convened by the previous year’s chairperson if that individual still serves on the committee. If the former chairperson no longer serves on the committee, the Dean of Arts and Sciences will designate a committee member to convene the committee.
   2. A quorum will consist of 4 members.
   3. Meetings will be held not less than once a month during the academic year (unless no proposals have been received for that month). If the number of proposals is excessive, the committee chairperson may schedule a second meeting during any given month.
4. At the first meeting each semester, PRC members will establish a schedule of monthly meetings for that semester.

5. After the schedule of monthly meeting has been established, the committee chairperson should send an E-mail message to all Arts and Sciences Chair people detailing (1) the schedule for PRC meetings that semester, and (2) deadlines for submission of material for each meeting.

6. The committee chairperson will send an announcement of the meeting, an agenda, and a copy of each proposal to be addressed to committee members at least one week before each meeting.

7. The committee chairperson will send, via E-mail, an announcement of the meeting and an agenda to Arts and Sciences Department Chairpersons at least one week before each meeting.

8. No proposals received after the agenda has been sent to committee members will be considered at that meeting.

9. Decisions of the committee require a majority vote of the members present.

10. Concerned parties may attend meetings to discuss, or be invited to discuss, particular items on the agenda.

2. Committee Officers

1. The Chairperson will be elected by majority vote at the first meeting of the academic year. Only PRC members can vote for a committee chairperson.

2. The position of Secretary will be filled by each member (excluding the Chairperson) in turn on an alphabetical rotating basis, unless otherwise agreed to by the committee.

3. Committee Minutes

   Minutes of all meetings should be typed and distributed via e-mail to the entire committee. The chairperson of the committee will distribute the minutes (via e-mail) to:

   1. All A&S department chairs
   2. The PRC website

4. Amendments

   These bylaws may be amended if:

   1. Said amendment is on the agenda, and
   2. Said amendment is approved by 5 out of 7 committee members.

IV. SUBMISSION OF PROPOSALS

   1.

   1. Submission of Proposals (Note: A sample proposal in proper format is attached.). Proposals that do not conform to the guidelines listed below will be returned to the department.

   The Committee will review proposals to:

   1.

   1. Add or revise a major
   2. Add or revise a minor
3. Add or revise an option
4. Add a new course
5. Change a course title
6. Change a course description
7. Change a prerequisite for a course
8. Change a course label
9. Change the level of a course
10. Change a course outline, including changes to general education competencies
11. Change of program name or degree
12. Change of department 3-letter code name
13. Change of program admission or retention standards
14. Other changes relating to programs or courses

All proposals should be submitted through the electronic Curriculum Proposal Process in SharePoint.

B. Proposals for adding or revising a major, minor, or option. Submitted proposals should include the following:

1. A statement of what is being revised
2. A rationale for the revision(s) *
3. A copy of the current program sheet* or list of current requirements*
4. A copy of the new program sheet with proposal revisions* or a list of new requirements*
5. A sample four year plan
6. A list of student learning outcomes
7. A description of the assessment plan
8. A statement addressing staffing issues, impact that change may have on students, facilities, and any other predictable resource needs (e.g. software, hardware, library resources).

* Clearly labeled as such

C. Proposals for adding a new course. Submitted proposals should include the following:

1. The course title
2. The course level (1XX,2XX, etc)*
3. The number of course credits*
4. The prerequisites for the course*

5. A rationale for the course*

6. A course description * (as it will appear in the catalog)

7. A list of student learning outcomes *

8. A description of the assessment plan *

9. A statement addressing staffing needs, impact on students, facilities, and any other predictable resource needs

10. A course outline* with at least 2 levels (including a laboratory outline, if appropriate)

11. The frequency the course will be offered and semester (fall/spring) where appropriate

12. The grading method

* Clearly labeled as such

Do NOT include the name of the textbook to be used in the course.
Do NOT include the name of the instructor who will teach the course.
Do NOT list all library holdings that could be used as resources for the course.

D. Changes in titles, descriptions and prerequisites do not come to PRC. They may be approved by the department, and submitted through the Curriculum Proposal Process directly to the Provost (with minutes attached). Changes in labels, levels, and outlines should follow the process below. Submitted proposals should include the following:

1. A statement of what is being revised

2. A rationale for the revision *

3. A copy of the old title/description/prerequisite/label/level/outline *

4. A copy of the proposed title/description/prerequisite/label/level/outline*

5. A list of student learning outcomes

6. An assessment plan

7. A statement addressing staffing needs, impact on students, facilities, and any other predictable resource needs (software, hardware, etc)

8. The frequency the course will be offered
9. The grading method

*Clearly labeled as such

E. Proposals for General Education Competency courses should include the following:

1. A statement of the competency

2. Description of course outcomes and how they meet the competency

3. Assessment plan for demonstrating students’ successful completion of competency learning outcomes

F. Other proposals

Submitted proposals for other changes should contain all necessary information; the requirements listed above for submission of various proposal types should serve as a guide.

V. TRANSFER OF PROPOSALS

Proposals approved at PRC will be approved through the Curriculum Approval Process in Sharepoint send them to the next appropriate committee.
Overview Of Process

I. Objective

To ensure that the undergraduate curriculum is:
1. consistent with the University and the Ancell School of Business Strategic Plans,
2. compliant with the NEASC and AACSB accreditation standards, and
3. satisfying the long term educational needs of students, employers and society.

II. Definitions

A. Stakeholders-Students, Employers, Connecticut State Colleges & Universities (CSCU), Western Connecticut State University (WCSU), Connecticut Board of Regents for Higher Education (BOR), American Association of Collegiate Schools in Business (AACSB), New England Association of Schools and Colleges (NEASC) and the Faculty of the Ancell School of Business, Business Departments (ASBBD).

B. BBA Core-Those courses required of all students who graduate with the Bachelor of Business Administration (BBA) degree at WCSU.

C. Ancell General Education Requirements-Those courses that the BBA program specifically requires that the student complete and which satisfy, in part, the university’s general education requirements.

D. Ancell School of Business, Business Departments (ASBBD)-Accounting, Finance, Management, Management Information Systems, Marketing.

E. Ancell School of Business Department Faculty-The full-time faculty of the Ancell School of Business departments listed in III.D. above.

III. Areas of Responsibility

A. To ascertain whether the courses and content of the courses within the BBA curricula meet stakeholder needs, expectations and/or requirements.

B. To review and make non-binding recommendations to the responsible departments and the ASB faculty concerning the courses that comprise the BBA core and those courses specifically required of BBA students in the General Education Requirements.

C. To review and make non-binding recommendations to responsible departments concerning the content within courses that comprise the BBA core and those courses specifically required of BBA students within the University’s General Education Requirements.

D. To receive from departments, review, and grant approval or disapproval for any new BBA majors, options within Majors, Minors, or the discontinuance of any major or options.

E. To receive from departments, review and grant approval for new courses, deleted courses, or change in course outline for all courses in the BBA program.

F. To receive from departments, review and grant approval for changes in courses that are required for specific BBA majors, options within Majors, or Minors.

G. To create procedures to accomplish responsibilities of this committee.

IV. Membership

Voting membership is composed of one faculty member elected by and from each ASBBD department for balanced and rotating two year term.

V. Officers

A. The chairperson shall be elected by majority vote at the first meeting of the academic year.

B. The position of the secretary shall be filled by each member, (excluding Chairperson) in turn on an alphabetic rotating basis, unless otherwise agreed to by the committee.

VI. Conduct of Business

A. The first meeting of each academic year shall be convened by the previous year’s chairperson if that individual still serves on the committee. In his/her absence, the Dean of the ASB will appoint a committee member to convene the committee.

The first order of business of each academic year is to elect the chairperson.

B. A quorum shall consist of over 50% of the membership.

C. Meetings are to normally be held at least once in each full month of the academic year.

D. Meetings are to be called by the chairperson at a time which does not conflict with a faculty member’s teaching responsibilities. Faculty members may have to change their office hours to accommodate meeting times.

E. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least seven calendar days prior to each meeting.

F. No decision concerning curriculum matters shall be made at the meeting unless material documenting the change was received at least seven calendar days prior to the meeting.

G. Decisions of this committee require a majority vote of the members present.

H. Ad hoc committees who report to this committee may be appointed by the Chairperson. The members of these committees do not have to be members of this committee.

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I. The committee operates under Robert’s Rules of Order except where noted differently in these bylaws.

VII. Submissions To Be Received From Departments
   A. Proposals shall be received from departments to:
      a. Add new courses, delete existing courses, or change course outlines.
      b. Change courses required of majors, or options within majors.
      c. Add new or discontinue majors, or options within majors.
      d. Change the composition (add or delete courses) of the BBA core or the Ancell General Education requirements.

VIII. Authority
   A. The committee has authority to approve, disapprove, or take no action on submitted proposals to
      a. Add new courses, delete existing courses, or change course outlines.
      b. Change required courses in majors or options within majors.
      c. Add new or discontinued majors or options.
      d. Change the composition (add or delete) of the BBA core or Ancell General Education requirements.

   B. The committee has authority to initiate proposals for new courses in the online curriculum process for which identical titles, descriptions and outlines have been approved by three or more ASBBDs and which are proposed to be included in the BBA core. These courses will be designated with four letters, the first three to be BUS and the last to indicate the offering department: BUSA (Accounting), BUSP (Finance), BUSM (Management), BUSI (Management Information Systems), BUSK (Marketing). Except for the manner by which they are initiated and designated, such courses will otherwise be identical to cross-listed courses. [Should BANNER permit the designations will be BUSACC, BUSFIN, etc.]

   C. The Committee has authority to initiate the curriculum process changes in the composition of the BBA Core or Ancell General Education Requirements.

IX. Process For Changes To Composition Of The BBA Core Or Ancell General Education Requirements

Proposals approved or initiated by this committee to change the composition of courses required in the BBA Core, or General Education Requirements will next be submitted to the ASBBDs. If a majority of departments approve the change, it will be submitted for approval by a vote of the ASBBD faculty. Approval is by majority vote of the ASBBD faculty. The chair of the PRC shall attach the minutes of the approving departments and the minutes of the ASBBD meeting to the proposal when forwarding to the next stage of the curriculum process. The BBA core requirements shall be changed for all BBA program sheets after final curriculum approval has been received.

X. Minutes

Minutes of each meeting shall be distributed to all members of this committee, ASB Dean, ASB Chairpersons, and the Provost and V.P. of Academic Affairs within seven working days of the meeting with voting records of members.

XI. Amendments

   A. These Bylaws may be amended by at least two-thirds vote of the Ancell Program Review Committee members present at any regularly scheduled meeting at which there is a quorum, plus the majority approval of the ASBBD faculty.

XII. Bounds

   A. Nothing herein is intended to violate the CSU/AAUP collective bargaining agreement and the faculty handbook.

Approved by the faculty of the Ancell School of Business at the faculty meeting of 11/16/93
ASB Faculty Meeting Updated 5/12/13
ASB PRC Approved 3/14/14
ASBBD Faculty Approved 3/28/14
Senate Approved 5/7/2014

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