

**SUNY DELHI**  
**College of Technology**  
**State University of New York**  
**CURRICULUM COMMITTEE OF THE COLLEGE SENATE**  
**POLICIES AND PROCEDURES FOR CURRICULUM DEVELOPMENT AND REVISION**

1. The function of the Curriculum Committee is to explore the impact of all proposals on the various segments of the College and to make recommendations to the College Senate and the College President concerning curriculum development at SUNY Delhi.
2. Forms:
  - a. The New Course Proposal Form is used to propose a new course or to extensively revise an existing course. As part of the proposal, submit all relevant impact statements listed on the form (library, effects on other Schools, Liberal Arts & Sciences for GE approval, etc.).
  - b. The Course Changes Form is used to propose changes to course SLOs, pre-requisites, restrictions, course name, course number, credit hours, Carnegie units, schedule type, or course description. This form can also be used for the deactivation of courses.
  - c. The New Program Proposal Form is used for new program development. As part of the proposal, submit all relevant impact statements listed on the form (library, effects on other Schools, etc.). The proper SUNY forms (1A, 2A, etc.) must also be submitted to the Provost's office **after** Curriculum Committee approval. A copy of form 2A should also be sent to the Office of Admissions.
  - d. The Program Changes Form is used to propose changes to program learning outcomes, credit hours, required courses, etc. This form will also be used for deactivation and discontinuance of programs. In the case of deactivation/discontinuance the process below must be completed before filing the proper SUNY form (form 5)
  - e. The Pilot Course Approval Form is used to propose a pilot course.
  - f. Seek assistance from experienced colleagues or your Curriculum Committee representative while filling out forms.
3. The faculty, within the Schools, is responsible for developing curriculum proposals. The Schools must approve proposals coming from their faculty before submitting them to the Curriculum Committee. Within the School, the proposal should be judged on its academic merit, its relation to the School, and its feasibility within the School's resources.
4. The Dean of the School making the proposal will email the approved proposal (on the proper form, as listed above) to the Secretary of the Provost by the established deadline of the scheduled Curriculum Committee meeting at which the proposal will be considered.

5. The Chair of the Curriculum Committee will notify the faculty making the proposal and the Dean of the School of the inclusion of the proposal in the Curriculum Committee agenda. Appropriate faculty shall present the proposal and respond to questions at the meeting.
6. If a course is intended to be offered the following semester, the proposal must be submitted and approved prior to development of the class schedule (usually October and March).
7. Pilot Courses – Pilot courses provide faculty the opportunity to offer a course while it is in the final stages of development. The Provost approves all pilot courses. The Pilot Course Approval Form must be submitted to the Provost electronically by the Dean of the School offering the course. The Provost's office will notify the Dean of the relevant School, the Registrar's office, and the Chair of the Curriculum Committee of any approved pilots. Approval of a pilot course by the Provost is only valid for one semester. Courses must seek Curriculum Committee approval following standard procedures, as described above, if the course is to be offered in subsequent semesters.
8. The Curriculum Committee votes to recommend approval or disapproval of the proposal by the College Senate and College President. No proposal, regardless of Curriculum Committee action, is accepted or rejected until the **Provost** notifies all involved parties in writing of the status of the proposal, based on the decision of the College Senate and the College President.
9. The Provost reserves the right to call an emergency meeting of the Curriculum Committee when deemed necessary.