

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: Seek assistance from experienced colleagues or your Curriculum Committee representative while filling out forms. All curriculum forms can be found within Curriculog at <https://delhi.curriculog.com/>

- a. The New Course Proposal Form is used to propose a new course.
- 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.
- c. The Course Deactivation Form is used for deactivation of courses.
- d. The New Program Proposal Form is used for new program development, including full degrees and minors. 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.
- e. The Program Changes Form is used to propose changes to program learning outcomes, credit hours, required courses, etc. This includes any changes requested by external bodies such as SUNY or SED.
- f. The Program Deactivation Form is used for deactivation and discontinuance of programs. In the case of deactivation/discontinuance, this form must be completed and all curriculum procedures followed before filing the proper SUNY form (form 5).
- g. The Microcredential Proposal Form is used to propose a new microcredential.
- h. The Microcredential Changes Form is used to propose changes to microcredential learning outcomes, credit hours, required courses, etc.
- i. The Pilot Course Approval Form ([on the CC website](#)), is used to propose a pilot course. As described below, this form is not voted on by Curriculum.

3. The faculty, as guided by each School's procedures, is responsible for developing curriculum proposals. The Schools must approve proposals by a full faculty vote

before submitting them to the Curriculum Committee. Within the School, the proposal should be judged on its academic merit, its contribution to the School, and its feasibility within the School's resources.

4. The Chair of the Curriculum Committee will notify the faculty proposer and their Dean of the meeting date and time at which the proposal will be discussed. Appropriate faculty shall present the proposal and respond to questions at the meeting.

5. All approved course curriculum proposals that are submitted by the October meeting will be effective in Banner the following spring semester. All approved course curriculum proposals that are submitted by the March meeting will be effective in Banner the following fall semester. All approved program curriculum proposals that are submitted by the February curriculum meeting will be effective in Banner the following fall. The course catalog is updated annually in August, and changes will not display in the catalog until then. If a course needs to be on the schedule more quickly, please develop a pilot as outlined in step #7.

6. Pilot courses provide faculty the opportunity to offer a new course while it is still 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.

7. The Curriculum Committee votes to recommend approval or disapproval of the proposal by the College Senate and College President. Upon receiving curriculum proposals, the Senate Presider will put them on the Senate agenda for discussion and vote. After the College Senate votes, all proposals will be sent to the College President, who will approve or disapprove the proposals. No proposal, regardless of Curriculum Committee action, is accepted or rejected until notification of Presidential approval is sent to the Deans, the chair of the Curriculum Committee, and the College Senate Presider.

8. The Provost reserves the right to call an emergency meeting of the Curriculum Committee when deemed necessary.