# South Carolina

## Curriculum Approval Process: Roles and Responsibilities

| Role | Responsibilities |
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| Proponent | <ul><li>Know the discipline/program</li><li>Conduct research for the proposed changes</li><li>Articulate rationale for curriculum decisions</li><li>Enter all required information into APPS/CourseLeaf accurately</li><li>Attain any required documentation (letters of concurrence, pre-authorization, syllabus, etc.) for the proposal and include it in the proposal</li><li>Monitor the approval process to avoid the proposal lingering in the queue of the Academic Unit Head or College/School Rep</li><li>Monitor the approval process for a returned proposal</li><li>Fix any issues with a returned proposal and resubmit</li></ul> |
| Academic Unit Head (Chair) | <ul><li>Be a content expert</li><li>Has a responsibility to departmental faculty in matters relating to teaching and research</li><li>Responsible for implementing university policies as they apply to the affairs of the department</li><li>Know competition (comparable programs, certificates, minors, and concentration internally at UofSC and in the state and region at other institutions)</li><li>Assess learning outcomes for compliance, validity and alignment with program's mission and objectives</li><li>Assess and evaluate curriculum impact on area's sustainability, students, faculty and other resources</li><li>Develop and maintain current instructional programs and course syllabi</li><li>Solicit input from other departments where program changes and offerings may have an impact</li><li>Establish and utilize procedures for reviewing and evaluating existing and new courses, programs, and policies</li><li>Know and work to meet accreditation needs</li><li>Advise, inform, and/or approve curriculum changes</li></ul> |
| Office of Distributed Learning | <ul><li>Review syllabi for adherence to best practices benchmarks for online learning and compliance with the standards defined by the university and accreditation bodies.</li><li>Compare to list of approved courses to ensure course has not yet been approved for DL learning</li><li>Review justification for need/support for the DL course</li></ul> |
| College/School Representative (usually the Academic Program Liaison -APL) | <ul><li>Review curriculum proposals from schools/departments within college:<ul><li>Adherence to program of study format (program proposals)</li><li>Impact to other college(s) or department(s), including letter(s) of concurrence</li><li>Syllabus requirements</li><li>Cross-listing requirements</li></ul></li></ul> |

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| | • Ensure appropriate consultation (CTE, InDev, Distributed Learning, Director of Undergraduate Curriculum Management, Office of the University Registrar)<br>• Make needed changes to curriculum proposals or send back to proponent for needed changes with comments (as necessary)<br>• Liaise on the curriculum approval process between the college and the Committee on Curricula and Courses, Academic Programs Office, and Office of the University Registrar.<br>• Source of information to schools/departments about curricular-related changes and requirements |
| Undergraduate Dean/Graduate Dean | For the Approval Process<br>• Ensure that academic units are not proposing courses or curriculum that are motivated by budget issues rather than pedagogy<br>• Establish and enforce standards of undergraduate/graduate work<br>Overall<br>• Recommend and coordinate plans for the development and improvement of undergraduate/graduate programs and formulate policies to implement such plans |
| Registrar Banner Validation | • Course Proposals (New, Changes, and Terminations)<br>   o Review effective term and year for compliance with Academic Planning Calendar<br>   o Check for reuse of course numbers (within 7 years)<br>   o Review format of course title and course description<br>   o Review restrictions to ensure they are enforceable<br>   o Review pre/co-requisites to ensure format includes minimum grade required for each course<br>   o Review cross-list to ensure consistency between proposals<br>• Curriculum Proposals (Not currently reviewed in APPS approval process, but reviewed as ex-officio member of Curricula & Courses Committee)<br>   o Review courses listed in proposal to ensure they are active courses in Banner<br>• Review course attributes (Carolina Core, GLD, Experiential Learning) to ensure they match proposal |
| Registrar Degree Audit | • *Curriculum Review & system application*<br>   o Be a content expert on curriculum requirements by Program of Study for interpretation and functional application in the Degree Audit system.<br>   o Validate curriculum change proposals for clarity and issuance of prescriptive requirements. Updated curriculum requirements/rules are used to scribe the undergraduate program of study details in the degree audit system.<br>   o Review and assess the curriculum rules for all new program approvals (i.e. program of study, major, minor, etc.). Curriculum updates require interpretation for programming in the degree audit system.<br><br>• *Course Review & system application*<br>   o Review course attributes. Ensure there aren't possible conflicts with existing course attributes. i.e. Carolina Core courses with attributes.<br>   o Confirm changed course titles by effective date. Course titles require manual update in DegreeWorks system (Jan-Apr annually). |

| | o Validate new/changed course proposals by subject and course number. Recycled courses require an additional effective date rule in the degree audit system for filtering. <br> o Review cross-listed/equivalent courses. Confirm courses are true equivalents for upload and automation in the degree audit system. <br> o Validate and confirm pre-requisite course approvals. Pre-requisite courses are handled in Banner, but we scribe course sequencing on occasion based on approved Bulletin content. |
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| Carolina Core Review Committee | Approval Process <br> • Evaluate whether the course meets the learning outcome(s) of the Carolina Core <br> • Evaluate whether the proposing academic unit is appropriate to offer the course <br> • Indicate potential conflicts with other course offerings to the Courses and Curriculum Committee <br> • (in the Future) Evaluate whether the course meets the requirements of State law on teaching about the founding documents <br> Overall <br> • Content experts in a Carolina Core learning outcome <br> • Have an appreciation of the role of the Core and the particular learning outcomes <br> • Review assessment results on the Core and propose any changes to learning outcomes that might be appropriate <br> • Lead changes in the Carolina Core |
| Faculty Senate Committee on Curricula and Courses | • Consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition <br> • Consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study <br> • Review the various university curricula with special attention to duplication or obsolescence of courses <br> • Oversee university-wide undergraduate curricular requirements and adherence to ACAF curricular policies (2.00 and 2.03 in particular) <br>     o Carolina Core <br>     o Program of Study format <br>     o Syllabus requirements <br>     o Cross-listing requirements <br> • Initiate studies and make recommendations to the faculty and administration on enhancing the practice and status of teaching <br> • Review distributed learning course proposals for compliance with best practice benchmarks as defined by the university and accreditation bodies <br> • Recommend compliant distributed learning course proposals for approval |
| Graduate Council Humanities and Graduate Council Sciences Committees | • Consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition <br> • Consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study |

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| | • Review the various university curricula with special attention to duplication or obsolescence of courses<br>• Oversee university-wide graduate curricular requirements and adherence to ACAF curricular policies (2.00 and 2.03 in particular)<br>  o Syllabus requirements<br>  o Cross-listing requirements<br>• Initiate studies and make recommendations to the faculty and administration on enhancing the practice and status of teaching<br>• Review distributed learning course proposals for compliance with best practice benchmarks as defined by the university and accreditation bodies<br>• Recommend compliant distributed learning course proposals for approval<br>• Consider, and recommend to the faculty, action on Admissions requirements for graduate programs. |
| Faculty Senate | • Has legislative powers in all matters pertaining to standards of admission, registration, requirements for and granting of earned degrees, curriculum instruction, and educational policies and standards of the university |
| Graduate Council Committee | • Has legislative powers in all matters pertaining to standards of admission, registration, requirements for and granting of earned degrees, curriculum instruction, and educational policies and standards of the university. |
| Board of Trustees | • Establish policies and goals of the university<br>• Review and approve academic plans, including new programs and new units, major modifications or deletions of existing programs and units, and contracts/agreements pertaining to academic programs (e.g., articulation agreements and dual degrees)<br>• Approve university-wide academic policies |
| South Carolina Commission on Higher Education (CHE) | • Approve new degree programs and certificates and significant revisions (i.e., name change, curriculum modifications, termination) to degree programs<br>• Approves program sites and centers (if the center will receive any state appropriations)<br>• Sets policies for public institutions (e.g., dual enrollment, transfer, mission statement, and remedial education)<br>• |
| Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) | • Approve new degree programs<br>• Approve new locations for program offerings<br>• Approve new contractual or consortium agreement to offer a program<br>• Notified of new certificate programs<br>• |
| Academic Bulletin | • *Curriculum Review for Bulletin/Courseleaf upload*<br>  o *Validate the effective date for all curriculum approval to ensure the effective date coincides with the curriculum freeze date as exhibited in ACAF 3.50*<br>  o Validate curriculum change proposals for clarity and issuance of prescriptive requirements. Updated curriculum requirements/rules are uploaded in the Bulletin editor for publishing.<br>  o Ensure APPS proposal/approvals accurately include Program of Study components as compared to last active Bulletin (if applicable with changed curriculum)<br>  o Validate proposals for typos, repeated content, and/or other grammatical anomalies. |

|  | <ul><li>*Course Review Bulletin Courseleaf upload*<ul><li>*Validate the effective dates for all course-level changes (new, changed, terminated) to ensure the effective date coincides with ACAF 3.50 policy provisions.*</li><li>Review course attributes for possible conflicts with existing course attributes. i.e., Carolina Core courses with attributes. Course are now bridged directly from Banner System to Courseleaf/Bulletin. Prior year course-level data required manual upload in the Bulletin.</li><li>Confirm new/changed courses are reflecting as active courses in Banner System; in the new Courseleaf Bulletin System inactive courses will display a red box indicator (error code).</li><li>Confirm changed course titles by effective date. Course descriptions and titles are now bridged from Banner System to Courseleaf/Bulletin.</li><li>Review cross-listed/equivalent courses. Confirm courses are true equivalents for upload and automation in the Bulletin.</li></ul></li></ul> |
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