College of Education and Human Development
Graduate School of Education Curriculum Committee
Procedures and Processes

Adopted: March 2008

Introduction

The CEHD by-laws state that "It shall be the responsibility of the GSE Curriculum Committee to review and approve new courses and modifications to existing courses. This committee shall have five members." Under this broad charge, the GSE Curriculum Committee (GSECC) has as its primary mission insuring that all curriculum proposals are consistent with GSE standards and guidelines and university regulations as understood by the committee. Further, the GSECC has the responsibility of assisting the Associate Dean for Teaching and Academic Affairs (ADTAA) to prepare all proposals such that they have the greatest likelihood of being approved by the Mason Graduate Council (and the State Council for Higher Education in Virginia, where appropriate). The GSECC provides feedback to and engages in dialogue with those who submit proposals. Individual members of GSECC often provide personal assistance to faculty submitting new or modified curricula to help with the approval process.

All submissions to the GSECC are due no later than two weeks prior to the next published meeting date. (The GSECC calendar can be found at http://cehd.gmu.edu/committees/gse_curriculum/.) The current GSECC meets regularly on the 3rd Monday of every month during the academic year. Each year, submissions later than the December meeting will not be reflected in the course catalog until up to two years hence. (For example, a proposal submitted in January 2008 or later would appear in the Fall 2009 catalog.) Submissions that do not meet the May GSECC deadline, can be submitted to the GSECC co-chairs until July 1st for consideration at the August GSECC/ Graduate Council Meetings.

I.   Overview of Program Development (allow 12 – 18 months to go from idea to approval)

      A.   <u>New or Modified Graduate Course or Program of Studies</u>
          Concept → Program Faculty → Other Units (if affected) → Document preparation in university format → Program Coordinator or Peer Reviewer (where appropriate) →GSECC co-chair → GSECC → ADTAA→ Graduate Council → Registrar → Catalog → CEHD website
          Note: GSECC wishes to have subject matter expertise applied to the proposal from someone in addition to the faculty member submitting the proposal. For this reason, we ask that the program coordinator or another peer reviewer (in cases where a program coordinator is not appropriate or available) review the proposal before it comes to GSECC. Review must be documented and such documentation must accompany the proposal.

      B.   <u>New Graduate Degree Program Requiring SCHEV Approval</u>
          Concept → Program Faculty → Other Units (if affected) → Document preparation in university format → Program Coordinator or Peer Reviewer (where

appropriate) →GSECC co-chair (with SCHEV paperwork) → GSECC →
ADTAA→ Graduate Council → SCHEV →Registrar → Catalog → CEHD
website

C.   <u>New or Modified Undergraduate Course or Program of Studies</u>

Concept → Program Faculty → Other Units (if affected) → Document
preparation in university format → Program Coordinator or Peer Reviewer (where
appropriate) →GSECC co-chair → GSECC → ADTAA→ Mason Deans and
Directors; follow II, Overview of Approval Procedures (see below)

D.   <u>New Licensure Endorsement Area</u>

In addition to the GSE/GMU process for program approval, the following are
required:

1. Complete the "Request for New Endorsement Program" form on page 71 of
   the *Regulations Governing Approved Programs for Virginia Institutions of
   Higher Education.* This form addresses philosophy/rationale for the
   endorsement, program requirement (including minimum GPA, Praxis I and
   II), program competencies, which are identified in the matrices, program
   evaluation, and faculty assigned to the program.
2. Complete the matrices required for each program (i.e., content area and
   professional studies matrices) by indicating which course(s)/experiences(s)
   address each competency listed. Attach a course description for each course.
3. Submit paperwork to the ADTAA and Licensure Specialist prior to submitting
   to the Virginia Department of Education's Division of Teacher Education and
   Licensure.

II. **Overview of Approval Procedures (allow one month for GSECC approval of complete and thorough proposals; 2 months or more for proposals requiring revision)**

A. *Approval Procedures for New Course* (See also: "Considerations for Course and Program Development Planning" at the end of this document.)

1. Write a thorough rationale for the new course. The rationale must include:

a) scholarly support;
b) the general context in which the course will be taught;
c) a clear statement of the intended audience;
d) a statement of how the course fits into a larger program;
e) an explanation of how this course fits with and/or impacts other programs;
f) explicit needs met by the new course.

2. Complete Graduate Course Approval/Coordination Form, if applicable.

3. Attach a copy of the proposed syllabus for the new course(s) using the CEHD requirements for preparing a syllabus (a template is available at http://cehd.gmu.edu/pt/syllabus/). Note: **All syllabi must include one or more explicitly designated performance-based activities with assessments**. Assignment directions and corresponding well-developed rubrics must be included in the syllabus.

4. Submit paper work electronically to GSECC co-chairs **according to the published calendar** available at http://cehd.gmu.edu/committees/gse_curriculum/.

B. Modified or Deleted Course Approval Procedures

1. Complete Graduate Course Approval/Coordination Form, if applicable

2. List last term offered, previous course abbreviation, previous number, description of modification

3. Attach a thorough rationale for request

4. Submit paper work electronically to GSECC co-chairs **according to the published calendar** available at http://cehd.gmu.edu/committees/gse_curriculum/.

C. New Degree Program, Concentration, Certificate, or Minor Approval Procedures

1. Write a comprehensive rationale for the new degree program, concentration, certificate, or minor. The rationale must include:

a) scholarly support;
b) the general context in which the new degree program, concentration, certificate, or minor will be taught;
c) a clear statement of the intended audience;
d) a statement of how the degree program etc. fits into the College as a whole;
e) an explanation of how this degree program etc. fits with and/or impacts other programs with verification that other programs have been consulted,
f) explicit needs met by the new degree program, concentration, certificate, or minor.

2. Submit all existing syllabi along with the proposed modified or new syllabi for the existing, modified, or new degree program, concentration, certificate, or minor. Complete the Graduate Council Form for new degree program, concentration, certificate, or minor. Submit paper work electronically to GSECC co-chairs **according to the published calendar.**

D. Modified Degree Program, Concentration, Certificate, or Minor Approval Procedures

1. Write a thorough rationale for the modified or deleted degree program, concentration, certificate, or minor. The rationale must include:

a) scholarly support;
b) the general context of the modification;
c) a clear statement of the audience served;
d) a statement of how the modification affects the College as a whole;
e) an explanation of how this modification affects other programs with verification that other programs have been consulted;
f) explicit needs met by the modified or deleted program, certificate, concentration, or track.

2. Complete the Graduate Council Form for modified/deleted degree program, concentration, certificate, or minor. Submit paper work electronically to GSECC co-chairs **according to the published calendar.**

III. **Considerations for Course and Program Development Planning**

A. Questions to Consider:

1. How does the proposed change benefit GSE students?

2. Who is the target audience?

3. Is this a licensure program? (If so, complete the VDOE competencies matrices)

4. Is this a degree program?

5. Is this a graduate certificate program?

6. Is this a new degree? (If so, complete SCHEV paperwork with all materials)

7. Is this a series of courses?

8. Will this be a cohort program?

9. What is the length of the program?

10. Will the program accept transfer hours and under what conditions?

11. Are resources available to support the modifications?

12. What will be the recommended course sequence?

13. How will recruitment occur?

B.   Application Considerations

     1.   What are the application requirements?

     2.   When are the deadlines?

C.   Admission Considerations

     1.   What are the admissions requirements?

     2.   Will any tests be required?

     3.   Will there be prerequisites or co-requisites?

     4.   When will students be admitted? Fall and/or spring terms? Fall admitted students could enroll in summer

     5.   Who will review the applications and make admission decisions?

D.   Course Considerations

     1.   Write a catalog course description that begins with a verb and does not exceed 35 words. Indicate the designation of credits using the total: lecture: lab format. (Most GSE courses are listed as 3:3:0.)

     2.   Will there be a specific, required, or self-paced course sequence?

     3.   What are the course prefixes and course numbers?

     4.   What are the major/concentration codes?

     5.   Who will create the course syllabi and prepare them in accordance with CC guidelines?

     6.   Is this a contract or a regular course?

     7.   What will the grade designation be (i.e., GT or GR)?

     8.   What are the Performance-Based Assessments for this course?

E.   GSECC and Graduate Council Considerations

     1.   Who will complete the Graduate Council Course/Program Approval forms in accordance with Graduate Council guidelines?

     2.   Have appropriate faculty had an opportunity to provide input?

     3.   What faculty will be affiliated with the program?

4. How and when will GSE disseminate information?

5. What are the GSECC and Graduate Council submission deadlines?

6. When will the approval process occur? (See overview in I of this document.)

7. Have the appropriate staff members been included early on in the discussions regarding the impact of programmatic decisions on staff and students?

8. Have the appropriate GSECC policies and procedures been addressed prior to submission to GSECC?

9. Is there a cover sheet for the submitted items?

IV. **Associate Dean for Teaching and Academic Affairs Roles and Responsibilities**

A. Assist with GSECC submissions as needed

B. Post Graduate Council forms and CEHD sample syllabus, which are on the GSE web site under faculty resources

C. Help choose course prefixes and numbers, major codes, and concentration codes

D. Verify Graduate Council approval forms, syllabi, and other proposal materials with faculty requesting approval

E. Provide input to the GSECC agenda

F. Serve as a consultant to GSECC

G. Submit electronic copies of forms and syllabi in MS Word to the Graduate Council secretary by deadline prior to each meeting

H. Notify CEHD of monthly Graduate Council approvals

I. Maintain records for annual university catalog revisions

V. **GSECC Co-Chair Roles and Responsibilities**

1. Prepare GSECC agenda

2. Work in collaboration with the ADTAA to send pending, prepared program materials to GSECC members and appropriate staff at least one week prior to each meeting

3. Send GSECC agenda to GSE electronically

4.   Contact submitter with recommendations and decisions

5.   Prepare minutes and send decisions to GSE faculty and staff

VI.   Director of Academic Operations Roles and Responsibilities

1.   Monitor course and program changes as they relate to graduation audit

2.   Review and edit submissions to meet catalog standards

3.   Maintain annual records of agendas and meeting minutes

4.   Post all GSECC materials electronically for committee access

Revised: March 2008