

Nicholson School of Communication and Media Curriculum Process

This document summarizes the course and curriculum process for the Nicholson School of Communication and Media (NSCM). Each department will have an undergraduate curriculum committee and a graduate curriculum committee made up of faculty members with a separate chair for each committee. Curriculum proposals/changes will be originated in the system by faculty at the department level. Programs will discuss potential changes with faculty, vote in department committee meetings, and get approval from their relevant department assistant director/chair before forwarding to either the NSCM Undergraduate Curriculum Committee or the NSCM Graduate Curriculum Committee. The associate director for academic programs will chair both NSCM curriculum committees, and the director is the final school approver. The director will route all proposals to the appropriate college for approval and then all approved items will proceed to the appropriate university level committee.

Faculty will elect two representatives per department to serve on the NSCM Undergraduate Curriculum Committee – the associate director for academic programs serves as chair and a representative from advising and the assistant director for academic programs are non-voting (ex officio) members. For the NSCM Graduate Curriculum Committee, all graduate program coordinators (including director of graduate studies) will serve and two at-large members will be elected by NSCM faculty. The associate director for academic programs serves as chair and a representative from advising and the assistant director for academic programs are non-voting (ex officio) members.

-The relevant NSCM Curriculum Committee must vote on (and pass by majority) any proposed course or curriculum changes.

When considering curriculum business (e.g., course addition, changing co/pre-requisites, altering curriculum, course deletion, new programs) the following process should be followed:

1. Course and curriculum changes should be discussed with program and department faculty, originated in the system by faculty, and voted on by department curriculum committee. The number of yes/no/abstention votes should be recorded in minutes and posted on the Nicholson Resource website. The committee chair will approve and push to department approver (assistant director/chair).
2. Upon department-level approval, the program coordinator, department assistant director/chair, or designee should communicate with the assistant director for academic programs regarding next steps.
3. Assistant director for academic programs will review proposed changes and ensure the department assistant director/chair or program coordinator has all necessary materials compiled (e.g., syllabi, co/pre-requisites, rationale, approval of relevant units).
4. All necessary materials must be submitted at least one week prior to the desired NSCM curriculum meeting to ensure adequate time for the committee review of materials.
5. Proposed changes will be presented at the relevant NSCM curriculum meeting by the department assistant director/chair, program coordinator, or designee and voted on by the NSCM Undergraduate or Graduate Curriculum Committee.

6. Upon a majority vote in favor at the relevant NSCM Curriculum meeting, the associate director for academic programs will forward the proposed changes to the director who will route them to the relevant college.
7. Department assistant director/chair and/or program coordinator will attend any relevant College Curriculum meeting where the change(s) will be discussed. If unavailable, another designee may attend instead.
8. Upon approval by the relevant college, curriculum changes will be forwarded to the relevant university-level committee.
9. Department assistant director/chair and/or program coordinator will attend relevant university-level meeting where the proposed change(s) will be proposed. If unavailable, another designee may attend instead.
10. Department representatives will keep the relevant NSCM curriculum committee apprised of developments via the old business section of the agenda.

Note: Appropriate processes for FIEA are still being finalized

Agreement from Deans Johnson and Moore on September 13, 2018