Faculty Council Curriculum Proposal Review Policy

Purpose

The purpose of the appointment of a Faculty Council review team is to facilitate the passage of curriculum proposals through the Faculty Council approval process. While it is the responsibility of all Faculty Council members to solicit input from colleagues concerning curriculum proposals, especially those that may directly affect their division, the review team will thoroughly examine the assigned curriculum proposal(s) for justification, clarity, completeness, and consistency as well as editorial issues and present the proposal during the Faculty Council meeting.

Review Team Appointment and Composition

Within one (1) business day of receipt of curriculum proposal(s) the Officers of the Faculty will create a review team consisting of a lead and at least two additional members.

- 1. Members of the review team should be selected by the Officers of the Faculty from the current Faculty Council membership. Members should be from divisions not directly impacted by the curriculum proposal(s) if possible.
- 2. A reviewer may request that they not be assigned to a particular review team within one (1) business days of notification of their appointment.
- 3. A copy of the curriculum proposal(s) will be distributed electronically by the Secretary of the Faculty to the members of the review team upon their appointment.
- 4. The Chair of the Faculty will notify both the author of the proposal and the BCTC CRC Chair of the composition of the review team.
- 5. The Secretary of the Faculty will notify the members of Faculty Council of curriculum proposal(s) and lead reviewer(s) to be placed on the next Faculty Council agenda per the Rules of the BCTC Faculty and BCTC Faculty Council Policies.
- 6. The lead reviewer will act as the liaison between the author of the curriculum proposal(s), and the members of the review team and Faculty Council. All questions and concerns regarding the curriculum proposal(s) should be directed through the lead reviewer prior to the Faculty Council meeting at which it will be presented.

Review Process

The review process should be conducted in an orderly and timely manner but does not necessarily require a formal meeting of the review team with or without the author of the curriculum proposal(s). Discussions may held in person, via phone, and/or via email.

1. The lead reviewer should contact the author of the proposal and the other members of the review team to initiate the review process and insure its timely completion facilitating discussion and scheduling meetings if necessary at least seven (7) days

- prior to the Faculty Council meeting at which a curriculum proposal(s) is to be presented.
- 2. Each member of the review team will evaluate the curriculum proposal(s) justification, clarity, completeness, and consistency as well as editorial issues.
- 3. The lead reviewer will consult with the author of the proposal to specifically determine if all programs that are potentially impacted by the curriculum proposal(s) were consulted.
- 4. At least six (6) business days prior to the Faculty Council meeting the lead reviewer will compile a written list of all questions and concerns raised by the members of the review team and Faculty Council and present this to the author of the curriculum proposal(s) for consideration and potential revision of the curriculum proposal(s).
- 5. If necessary the lead will schedule a formal meeting with the author of the curriculum proposal(s) to discuss these questions and concerns within four (4) business days prior of the Faculty Council meeting at which a curriculum proposal(s) is to be presented.
- 6. At least three (3) business days prior to the Faculty Council meeting at which a curriculum proposal(s) is to be presented the author should submit it the lead reviewer a written response to the list of questions and concerns raised detailing how they were addressed or justifying why they were not addressed. If as a result of this process a curriculum proposal(s) is changed (editorial or substantive) before the Faculty Council meeting, the lead reviewer should send to the Chair of Faculty Council (cc'd to the Secretary) the proposal <u>as revised by its author</u> at this time. No further changes may be made to this version of the proposal except by amendments proposed at the Faculty Council meeting.
- 7. At least two (2) business days prior to the Faculty Council meeting at which the proposal(s) is to be presented, the Secretary of the Faculty will distribute the revised version of the proposal to members of Faculty Council.
- 8. The lead reviewer will present the curriculum proposal(s) at the scheduled Faculty Council meeting including a brief overview and the written response of the author to the questions and concerns presented to the author during the review process. The author of the proposal is strongly encouraged to attend the Faculty Council meeting in order to address any additional concerns raised at that time.
- 7. If approved with revisions at the Faculty Council Meeting the curriculum proposal(s) author will send the revised curriculum proposal(s) to the lead reviewer for final review. The lead reviewer will verify that all approved changes were made and will forward the proposal "as approved" to the Chair of Faculty Council, copied to the Secretary, within five business days following the Faculty Council meeting.

Timeline for Review Process

Day 1 - Proposal arrives
Day 2 - Officers of Faculty Council create review team, notify team, and distribute proposal
Day 3 - Review team member can bow out, and lead reviewer contacts members
Day 4 -
Day 5 - Lead reviewer compiles list of all questions and concerns, and presents to author
Day 6 –
Day 7 - Review team meets with author if necessary
Day 8 – Written response of author and revised curriculum proposal(s) (if necessary) submitted to Officers of FC
Day 9 – Secretary of Faculty distributes revised proposal to faculty council
Day 10 -
Faculty Council Meeting