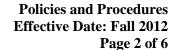## Curriculum Committee
Policies & Procedures

1.0   Curriculum Committee Charge

(a) Document and keep English Department Curriculum Committee (DCC) Policies & Procedures document on file in the Department, and make it available on the Department website.

(b) Review, critique, update, and revise the Department's course content and programs regularly. The DCC
1. oversees (and filing of application forms) curriculum (course numbers and titles, rotations, academic content, learning outcomes, assessment, course design and redesign, and university catalog content),
2. schedules courses (demand, rotations, schedules, room assignments, time slots, and teaching assignments),
3. coordinates with University advisors and maintains advisement sheets, and
4. determines needs, demands, priorities, and requirements for hiring.

(c) Strive to meet the requirements of both internal and external review processes and emphasize, according to the SUU mission statement, "engag[ing] students in a personalized and rigorous experiential education, empowering them to be productive citizens, socially responsible leaders, high achievers[,] and lifelong learners" through the core themes of academic excellence, involvement and personal growth, and community and social responsibility. This charge also means taking into account the standards and policies of the National Council of Teachers of English (NCTE), the Association of Writers & Writing Programs (AWP), Liberal Education and America's Promise (LEAP) initiatives, and the Southern Utah University (SUU) mission and road map.

(d) Conform to University and Faculty Senate directives, policies, and procedures— specifically Policy 6.8: Curriculum Development and Revision—to establish guidelines for curriculum changes. This charge includes working effectively in light of the SUU General Catalogue's deadlines for annual catalogue production.

(e) Forward recommendations to the Department Chair, the Humanities and Social Science's College Curriculum Committee (HSS CCC), and the HSS Dean.

(f) Disseminate information related to the DCC's work that bears on the Department faculty, such as curriculum changes, assessment processes, and other Department needs.

2.0   Curriculum Committee Organization

All tenured and tenure-track faculty in the English Department are automatically members of the DCC, which comprises a number of Departmental subcommittees.

2.1 Committee Leadership

The DCC is managed and directed by a chair. This chair is elected from self-nominated candidates by the members of the DCC at the April meeting of the current chair's final year. S/he serves a three-year term (the chair may be released early if elected to be Department Chair or if other administrative needs arise). The Department Chair is not eligible to serve as DCC Chair. The DCC Chair automatically serves as an English Department representative on the HSS CCC, along with a second elected representative.
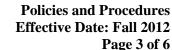
2.2 Curriculum Subcommittees

The DCC is divided into four program subcommittees: Composition (CS), Creative Writing (CWS), Literature (LS), and Secondary Education (SES). The English composite degree program has no standing subcommittee; as needed, the chairs from the CWS and the SES meet to coordinate the needs of that specialized program.

The CS is managed and directed by the Composition Director and is populated by lecturers and NTT assistant and associate professors whose primary teaching responsibilities are composition courses.

Each of the three program subcommittees that represent English BA degrees comprises all tenured and tenure-track faculty whose *primary* teaching responsibilities are dedicated to that program's courses and curriculum. Each subcommittee has an elected chair drawn from its membership who serves a three-year term. The Department Chair, the Associate Chair, the DCC Chair, and the Composition Director all serve as members of a BA program subcommittee, but they may not serve as chair of that subcommittee. Ideally, only one subcommittee changes leadership each year.

All four program subcommittee chairs constitute the Department Assessment Committee (DAC). The chair of this committee is elected from its membership.

2.3 DCC Meetings

The DCC will meet at least once a month during the academic school year on the first Tuesday of each month at 4 p.m. The DCC Chair will provide the members of the committee with an agenda on the Friday preceding the meeting, and s/he will conduct all meetings and official votes according to Robert's Rules of Order. Members of the DCC will take turns recording minutes; digital minutes will be submitted to the DCC Chair within one week of the meeting.

2.4 DCC Statistician

One member of the DCC will be appointed to track weekly enrollment numbers and statistics to make informed recommendations concerning curriculum, rotations, course schedules, and Departmental hiring needs.
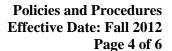
3.0   Curriculum Development

The program subcommittees are responsible for reviewing, revising, and assessing their own curriculum; the DCC Chair will oversee and monitor these efforts, and may also give charges as needed to respond to institutional, college, and Departmental demands. The DCC Chair has the primary responsibility of providing the same oversight for general education classes and cross-program prerequisite courses.

3.1 Curriculum Review and Assessment

On a regular basis, the program subcommittees, under the guidance of the DAC, review required curriculum to determine if courses meet the standards and mission of the University, Department, and the individual programs and whether established learning outcomes and program goals are being met. The DAC recommends to the program subcommittees which courses, if any, need to be restructured and in what way. In addition, program subcommittees will monitor the consistency of courses taught by multiple faculty members.

Under the direction of the DCC Chair and the DAC Chair, the entire DCC will conduct similar reviews of Department general education courses and the prerequisite courses required for all English majors.

3.2 Curriculum Changes

When a need for curriculum alterations is determined at any level of DCC leadership, the appropriate paperwork will be prepared by subcommittees or ad hoc committees. Such curriculum proposals must conform to the guidelines determined by the Provost's Office (requiring consent item, substantive item, or program change forms), be vetted and approved by the relevant subcommittee, and signed by the subcommittee chair as the "initiator." The proposal form, with all related addenda, must be combined into a single .pdf and submitted to the DCC Chair no later than the Friday before a scheduled meeting. Upon approval by the DCC, the chair will sign and forward the recommended changes and paperwork to the Department Chair.
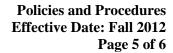
3.3 Variable Topics Courses

New variable topics are considered in-house curriculum and need not be approved at the college level. However, all such course must be vetted and approved by the relevant subcommittee (the CS for 2010 topics, the CWS for 4140 classes, and the LS for new 4110, 4210, 4310, or 4510 courses). All new courses will be submitted to the DCC Chair and presented at a DCC meeting to inform the other program subcommittee members.

4.0   Course Scheduling

Although the Department Chair and Comp Director are the primary agents when it comes to teaching assignments and course scheduling, they act upon the recommendations of the program subcommittees and the DCC Chair.

4.1 Course Rotation and Needs-based Scheduling

The DCC Chair will meet with the Department Chair, the Associate Chair, the Comp Director, and the DCC Statistician by the 30th of September each year to discuss the needs for the following year's schedule. Efforts will be made to adhere to the posted course rotation schedule to ensure students have access to the courses needed to graduate in a timely manner. An analysis of previous semesters will help determine how many sections of multi-section courses should be offered each semester. The resulting list of necessary courses and sections will be sent to the program subcommittee chairs.

4.2 Teaching Assignments

Each program subcommittee will meet by the 15th of October to coordinate which classes associated with their program emphasis will be offered the following academic year, which teachers will teach which required courses (taking into account rank, seniority, current research, and pedagogical success), what variable topics courses will be offered (keeping in mind that courses in gender or multicultural literature must be provided annually), and which substitutions will need to be made for absent or reassigned faculty. A list of planned teaching assignments will be submitted to the Department Chair by the subcommittee chairs.

Using their official job descriptions as a guide, faculty members will submit their teaching requests to the Department Chair—reflecting the coordinated plans developed by the subcommittees and including authorized requests for GE and other specialty courses and composition assignments—by the 31st of October indicating preferred courses and schedule days and times.

4.3 Course Scheduling

By the 15th of November, the DCC Chair will use the faculty teaching requests to develop a rough draft of all English courses and the Comp Director will similarly create a draft of all composition courses, working together to insure cohesion of assignments and to avoid overlap and scheduling conflicts. When conflicts occur, deference will be shown to the faculty member of higher seniority. The entire Department will convene under the direction of the Department Chair to reconcile any additional conflicts and to finalize the schedule.

Upon approval by the entire faculty, the DCC Chair will download the Department course schedule via the Argos system (with the aid of the Department Administrative Assistant) and revise it according to Registrar's Office policies and procedures for formal submission. Upon approval of the official schedule by the Department Chair and the Comp Director, the DCC Chair will submit the schedule to the Registrar's Office.

The DCC Chair will assist the Department Chair in facilitating any changes to the schedule requested by the Registrar's Office, and s/he will submit the proper requests for any after-the-fact changes to the schedule.

5.0   Academic Advising

The DCC Chair serves as a liaison between the Department Chair and Academic Advising.

5.1 Advising Documents

When program curriculum changes alter student graduation requirements—i.e., changes to the major or minor tables, alterations to course rotations, etc.—the DCC Chair will update all Departmental and advising documents, including the major/minor course requirement sheets, major/minor advising checklists, the course rotation schedule, and the four-year academic plan sheets. The DCC Chair will ensure old copies of such documents are destroyed and replaced with the new materials in both the Department office and in the advising offices.

5.2 Advising Coordination

As directed by the Department Chair, the DCC Chair will coordinate graduation requirements with the HSS academic advisor. When issues involving a student's transfer credits or waived course arise, however, the Department Chair alone will approve such exceptions by signature.

6.0   Department Hiring

When the Department is authorized to advertise for a new position, be it tenure-track or not, the DCC will convene to discuss the teaching needs of the Department. The DCC Chair and the DCC Statistician will make recommendations to the DCC. The DCC as a whole will discuss and vote on what recommendation to send to the Department Chair.