2.13.23   CURRICULA CHANGE PROCESS

Mississippi Valley State University subscribes to the philosophy that the faculty's involvement in curriculum change/development is the most essential component in the process. The process of curriculum change/development explicitly recognizes the roles of the Faculty, the Administration, the Board of Trustees of the Institutions of Higher Learning of the State of Mississippi (IHL), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the professional accrediting agency, if the program is accredited by a specialized professional accreditation agency. Depending on the scope of a change, the latter two organizations may or may not be involved in the process.

Curriculum change/development encompasses any change in curriculum, ranging from a minor change, such as changing course number or title, to establishing a new program. The units required to participate in the curriculum change/development are faculty of the unit originating the change; the Chairs; the Curriculum Committee; the Chief Academic Officer; and, the Institutional Executive Officer who has ultimate authority to approve, disapprove, or return a curriculum proposal for recommended change.

The forms for curriculum change are located in Appendix H, and the sequence of curriculum change follows.

Mississippi Valley State University
CURRICULA CHANGE PROCESS

Step 1: The Proposal

        Changes to academic programs must be generated by the faculty within the Department connected with the subject matter involved, the Curriculum Committee, or by the General Education Sub-Committee under normal circumstances. However, occasionally, the administration may request the faculty of a unit to develop a new proposal identified as needed through the university's strategic planning and/or by IHL. The proposal Initiator completes one of the following forms, attaching required documentation as noted for the relevant form, signs it, and then submits it to the SACSCOC Accreditation Liaison for review.

        Course Change Request Form
        New Program Request Form
        Program Modification Request Form
        Program Deletion Request Form

Step 2: Review by SACSCOC Accreditation Liaison

        The SACSCOC Accreditation Liaison reviews the proposal and indicates whether the change is considered a SACSCOC substantive change, and if it requires further SACSCOC notification or approval. The proposal is then forwarded to the Curriculum Committee for review and approval.

Step 3: Review and Approval by the Curriculum Committee

        The Faculty Curriculum Committee reviews the proposal and, if necessary, asks the Initiator to provide additional information and/or to make revisions. The Faculty Curriculum Committee may also seek input regarding the proposed change from the Faculty Senate. After review, the Faculty Curriculum Committee votes to approve or reject the recommended change. If the proposed change is rejected by the Committee, the Committee must provide a rationale for rejection to the Initiator. If the change is approved, the proposal is forwarded to the Vice President for Academic Affairs for review and approval.

Step 4. Review and Approval by the Vice President for Academic Affairs (VPAA)

        Course additions, deletions, and modifications require no additional approval beyond the VPAA.   The VPAA officially notifies the Initiator of the proposal, the Curriculum Committee, the Office of Student Records, and University College of the approved change and including the new Academic MAP, if relevant to the form.

        Academic program additions, deletions, and modifications require approval by the VPAA, President, IHL, and SACSCOC. The VPAA ensures the proposed change aligns with University priorities, IHL Academic Guidelines, and SACSCOC Substantive Change policies. If the proposed change is rejected by the VPAA, the VPAA offers reasons to both the Curriculum Committee and the Initiator of the proposal. If the change is approved, it is forwarded to the President for review and approval.

Step 5: Review and Approval by the President (if applicable)

        The President may seek further clarification from the VPAA regarding a proposed academic program change. If the President rejects the change, he/she offers reasons to the VPAA. If the President approves the change, he/she seeks further approval from SACSCOC and IHL. Upon receipt of approval or denial by SACSCOC and/or IHL, notification is given to the VPAA. The VPAA then notifies all appropriate parties of the decision.

REQUEST FORMS

Course Change Request Form
Use this form to delete, add, or modify courses. Use one form per course change.
- Attached a revised syllabus and Academic MAP, if relevant for each change.
- Obtain signature from the Initiator.
- Obtain signature from the SACSCOC Accreditation Liaison.
- Obtain signature from the Curriculum Committee.
- Obtain signature from the Vice President of Academic Affairs.

New Program Request Form
Use this form to request a new program. Use one form per new program.
- Attach a rationale for adding the program.
- Attach syllabi and **Academic MAPs if course is listed** for new courses.
- Obtain signature from the Initiator.
- Obtain signature from the SACSCOC Accreditation Liaison.
- Obtain signature from the Curriculum Committee.
- Obtain signature from the Vice President of Academic Affairs.
- Obtain signature from the President.

Program Deletion Request Form
Use this form to request a program deletion. Use one form per deleted program.
- Attach a rationale, teach-out plan, and faculty/staff redeployment plan.
- Obtain signature from the Initiator.
- Obtain signature from the SACSCOC Accreditation Liaison.
- Obtain signature from the Curriculum Committee.
- Obtain signature from the Vice President of Academic Affairs.
- Obtain signature from the President.

Program Modification Request Form
Use this form to request a program modification such as renaming, consolidation, change in program length, addition/removal of concentrations, minors, or emphases, or other changes. Use one form per program modification.
- Attach a rationale for modifying the program.
- Attach syllabi for new and revised courses.
- Attach current and proposed Academic MAPs.
- Obtain signature from the Initiator.
- Obtain signature from the SACSCOC Accreditation Liaison.
- Obtain signature from the Curriculum Committee.
- Obtain signature from the Vice President of Academic Affairs.
- Obtain signature from the President.