Curriculum Committee Policies
Updated: May, 2018

1) Official meetings for the FSCC will be the 3rd Thursday in September, October, November, and January; the 1st Thursday in December; and the 1st and 3rd Thursdays in February, March, and April.
   a. Any qualifying agenda item should be submitted 2 weeks prior to the meeting in order to be considered in the agenda.
   b. Final date for catalog changes to be submitted is March 15 in order to be included in the next catalog publication.
   c. The 1st Thursday in April will be the final meeting devoted to catalog updates.
   d. The 3rd Thursday in April will be devoted to FSCC policy, procedures, and for voting in a new chair.

2) From May through August, when the FSCC does not officially meet, an item may come forth that may require an FSCC vote. The chair will prepare an online survey to provide each member the opportunity to submit a web vote.
   a. The survey will be available for 5 business days.
   b. The chair has the right to decrease or extend the availability based on quorum votes or other similar situations.

3) Library and its role with the Curriculum Process
   a. The Library provides each academic discipline with a Librarian to assist in research; however, also provide other assistance. Faculty should have an established relationship with their librarian. Through this partnership, faculty members become aware of the library’s current resources and librarians become aware if additional resources are needed. Through Curriculog, we hope to emphasize this partnership.

4) Chair Transition
   a. The chair will be voted on during each April. If there is no one on the committee willing to serve as chair the Faculty Senate Chair will be asked to appoint one.
   b. It is suggested a new chair be a co-chair from July – December the first year they are elected to allow for a smooth transition.
   c. The chair’s term is July 1 – June 30.

5) Syllabus
   a. A syllabus for the purpose of the curriculum process must contain at minimum the following:
      i. What textbook(s) will be used
      ii. What are the associated assessments
      iii. How will these assessments be completed/conducted
      iv. One semester schedule
b. A syllabus is needed for the curriculum process when there is a new course proposal or when there is a change to any of the following:
   i. Course Prefix
   ii. Course Numbering
   iii. Course Titles
   iv. Course Credits

6) Grading & Course Level
   a. The class assessments and grading must be comparable to the designated course grading basis.
   b. There must be comparable rigor to each course numbering level.

7) Meaningful Prerequisites
   a. 300 and 400 level Sciences and Methods courses in Liberal Arts disciplines innately have a meaningful prerequisite in the form of a previously taken 200-300 level course.
   b. For 300-400 level courses that are part of flat curriculums, the standard prerequisite will be
      i. Junior Standing (60+ credits)
      ii. Plus a specific 100 or 200 level course as deemed by their department
   c. There is no need to enter CONSENT OF INSTRUCTOR into a prerequisite as every student has every right to take any course with the permission of the instructor if they do not meet the original prerequisites.

8) Common Course Numbering
   a. As per the NSHE Common Course Numbering Procedures and Guidelines Manual (Ch 6, Sec 20.1): In order for a course to be assigned a common or unique course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80 percent of the content of the proposed course is common.
   b. Similarly, within UNLV, we will uphold the minimum of 20% difference in order to be taught as a unique course without the need to create equivalencies between two disciplines.

9) X -Course Approval Process
   a. A course may be submitted as an X course and offered for 2 semesters only.
   b. X courses can be submitted at any time through the school year.
   c. The Faculty Senate curriculum chair will approve all X course proposals.
   d. Once the X course has been approved, the department should submit the course create form through the process.

10) Course Delete Approval Process
    a. Delete course forms should be submitted in the same timeline as all new courses and course changes.
    b. The Faculty Senate curriculum chair will approve all delete course proposals.