

School of Computing and Information Systems

Curriculum Procedures

PCEC policy requires all units to create procedures governing curriculum development. This document outlines strategies for developing those procedures, as well as providing straw man proposals for each unit to consider.

In general, units must develop policies that govern how proposals are reviewed and by whom. Specifically,

1. How to identify affected and/or interested faculty that should be included in the initial development of a proposal?
2. How to identify which proposals (if any) require full-unit review and approval?
3. How votes are taken (e.g., is email acceptable)?

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During proposal development, proposers are encouraged to include members of the School Curriculum Committee as reviewers on all proposals. Committee members can ensure that proposals meet the standards for curricular review at GVSU. Proposers are also encouraged to include faculty members that can provide technical review of proposals.

After a proposal is submitted, the unit head has full discretion to decide which proposals are brought for a full-faculty vote, and which only require a subset of faculty for approval (and what that subset is). In the interest of expediency, review, comment, and votes can be taken electronically.