

Curriculum Committee Guidelines for Cyclical Review of Courses

According to the minutes of April 18th 2007 meeting, the Curriculum Committee agreed to have a cyclical review of the Core courses in the college.

The schedule of reviews is as follows:

2007-08 FIN 3403, MAR 3023, BUL 3130, MAN 4720
2008-09 ACG 4401, ISM 4011, ECON 2013, ECON 2023
2009-10 MAN 3025, ACG 2021, ACG 2071, ECON 3421, MAN 3504
2010-11 ECON 3411, QMB 4600, SOP 3004, SPC 4064
2011-12 Complete curriculum review as an entire unit

This document provides the guidelines and timetable to follow during this review process.

1. Who is in charge of the review?

The representatives of each department in the Curriculum Committee will be in charge of working with their department in the review process. They will have to present a report to the Curriculum Committee according to the timetable presented below.

2. Guidelines for review

Departments have to write a report having in mind the BBA learning objectives. Also, the Curriculum Committee provides the following questions

- a) Do the catalog description, syllabus and the intended content (as determined by departmental faculty) match? Are these consistent with the course learning objectives.
- b) Are the learning objectives specified on the syllabus and are they being met?
- c) Is there consistency across sections of each course? How is consistency achieved?
- d) Is the course covering what the departmental faculty believes it should be covering? Department should determine whether the expectations of course content has changed & been addressed appropriately over time.

The report should recommend necessary actions to correct some of the problems this review could find. Based on those recommendations, the representatives of each department should bring the APC forms for approval to the Curriculum Committee, following the timetable below.

3. Timetable

- a) Review Process: August-November
- b) Report and APC forms due to Curriculum Committee Chair: December 1st
- c) Curriculum Committee Meeting to evaluate report and actions: December
- d) Report and reforms brought to faculty: Faculty Meeting January

Note: This year we should review the following courses:

ECON 3411

QMB 4600 (MAN 4550)

SOP 3004 (no longer is {or will be – APCs in process} a pre-requisite course in the business curriculum)

SPC 4064

Further Explanation for Each Step in the Review of Core Courses

1. Guidelines for review

Departments have to write a report having in mind the BBA learning objectives. Also, the Curriculum Committee provides the following questions

- a) Do the catalog description, syllabus and the intended content (as determined by departmental faculty) match? Are these consistent with the course learning objectives.**

In this section the Department should assess if the catalog description is up to date with the content in the Syllabi currently used. Further, they should verify that this description fits the learning objectives for the course.

If the Department finds problems with the description in the catalog and the current Syllabi or problems with the description and the course learning objectives, the appropriate changes should be put forward.

In the first case (description does not match Syllabi) the appropriate APC forms should be attached to the report.

In the second case, the Department should put in motion mechanisms to ensure that the courses are consistent with the learning objectives they proposed. Specific actions taken, or to be taken, by the department should be specified in the report.

- b) Are the learning objectives specified on the syllabus and are they being measured?**

Learning objectives should be included in the Syllabi. If that is not the case, the Department should notify the faculty teaching those courses of the necessary wording to be included in the Syllabi. Such notification, or actions, should be attached to the report. In the case of measurement, the Department should explain how each of the learning objectives is going to be measured and when. In that case, the Departments should consult with our Associate Dean, Bobby Waldrup regarding how to implement such measurement of learning objectives. Specification of measurement tools and periodicity of measurement should be included in the report.

- c) Is there consistency across sections of each course? How is consistency achieved?**

Departments should provide proof that the learning objectives are being covered in different sections of the same course. The report should contain proof that this is achieved and controlled. Examples: compare Syllabi; instruct the faculty teaching each section regarding the learning objectives of this course.

d) Is the course covering what the departmental faculty believes it should be covering? Department should determine whether the expectations of course content has changed & been addressed appropriately over time.

Obtain feedback from faculty teaching the course, or with experience in that course, regarding the contents and the need for updates. Provide evidence of such feedback in the report. If there is enough concern regarding the content of the course, the Department should propose changes to this Committee. The appropriate documentation (APC forms) for those changes should be attached to the report.

Final Note: This report should be performed in an open environment in which Department Chairs, faculty and the Administration are involved in the review in order to provide the best possible assessment of the quality of the course, an accurate description for our students, an effective integration and measurement of learning objectives and a consistent standard across different sections.

As we move forward in this effort I encourage the Curriculum Committee members involved in leading the review to post their advance online and consult with each other, other members of the Committee and the Administration in order to provide our best effort.