

3. Curriculum Development, Review, and Evaluation

- 3.1 The respective bodies of the undergraduate and graduate programs that are responsible for curriculum development, review and evaluation are called the (Undergraduate) Curriculum Committee and the (Graduate) Faculty Council.
 - 3.1.1 The Undergraduate Curriculum Committee is composed of the chairmen of each of the academic departments, members of the Founding Faculty in full-time employ of the College for the undergraduate program, and the Vice President for Academic Affairs, who acts as chairman of the committee. The Curriculum Committee, on a two-thirds vote of the full committee, may elect additional members from the faculty to serve on the committee (see [3.6](#)).
 - 3.1.2 The composition of the Graduate Faculty Council of the Notre Dame Graduate School is described in [2.6](#). The Vice President for Academic Affairs is responsible for submitting all suggestions and recommendations of the Graduate Faculty Council to the President.
- 3.2 The Curriculum Committees' Responsibilities
 - 3.2.1 The Undergraduate Curriculum Committee and the Graduate Faculty Council are constituted to advise the President, who, as chief executive officer, has ultimate responsibility for all academic programs, and to recommend changes in the curriculum. The Vice President for Academic Affairs submits all suggestions and recommendations of the Undergraduate Curriculum Committee and the Graduate Faculty Council to the President for his approval.
 - 3.2.2 The Undergraduate Curriculum Committee is responsible for the review and evaluation of the undergraduate core curriculum and has an important consultative role with regard to departmental offerings. The core curriculum is the direct responsibility of the Curriculum Committee. Recommendations for changes in the undergraduate core curriculum must secure the approval of a two-thirds majority of the undergraduate Curriculum Committee present at a meeting.
 - 3.2.3 All proposals for expansion of the academic program through the introduction of new majors or concentrations or degree programs must likewise originate in the Undergraduate Curriculum Committee for the undergraduate program and the Graduate Faculty Council for the graduate program. With the approval of the President, the Vice President for Academic Affairs submits such proposals to the Academic Affairs Committee of the Board of Directors for review. Final action concerning new majors or degrees is the responsibility of the Board of Directors (see [3.13](#) and [3.14](#)).
 - 3.2.4 The Undergraduate Curriculum Committee and the Graduate School Faculty Council, when considering new courses or programs, are to ensure that the needs

of the College are properly assessed and resources are identified to support the courses or programs.

3.2.5 A semester hour is a unit of credit earned for academic work that includes no less than one hour of classroom or direct faculty instruction AND a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester (or the equivalent amount of work over a different amount of time); OR a semester hour is a unit of credit earned for an equivalent amount of work, as required above, for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

3.2.5.1 Curriculum Committee determines the appropriate number of credit hours to be assigned to any core curriculum course, based on the recommendation of the department chairman of the department in which the course is offered. Curriculum Committee's decision must be approved by the President (see 3.4.4).

3.2.5.2 For a non-core curriculum course, the course's department chairman determines the appropriate number of credit hours to be assigned, consulting the Curriculum Committee as directed in 3.9.2.

3.3 Meeting Schedule

3.3.1 The Undergraduate Curriculum Committee must meet at least once annually to review and evaluate the existing curriculum.

3.3.2 Furthermore, the Undergraduate Curriculum Committee is to be convened by the Vice President for Academic Affairs whenever a decision regarding the core curriculum or consultation regarding the addition or deletion of departmental course offerings is needed. The decision to convene such a meeting may be made by the Vice President for Academic Affairs on his own initiative or in response to a request by a member of the committee or in response to a directive from the President.

3.3.3 The Graduate Faculty Council will meet as needed to fulfill its responsibilities, and it shall meet at least once annually.

3.4 Curriculum Review and Evaluation

3.4.1 The review of the undergraduate core curriculum is the on-going duty of the Undergraduate Curriculum Committee. The core curriculum courses from each department shall be reviewed regularly, at least once every four years. The reviews will examine the departmental core curricular offerings in themselves and in relation to other courses of the core curriculum.

- 3.4.2 The Undergraduate Curriculum Committee shall adhere to a Core Curriculum Review Plan, which has been adopted by the Committee and is up-dated and revised by the Committee as needed. The Core Curriculum Review Plan's primary criterion is the suitability of core courses for fulfilling the Mission of the College. The Core Curriculum Review Plan will pay particular attention to Institutional Effectiveness data assessing student learning outcomes and to professional judgment concerning the suitability and effectiveness of Core Courses. Relevant survey data of student and alumni opinion may also be considered as a secondary means of assessment.
- 3.4.3 The Curriculum Committee's undergraduate core curriculum review is conducted only with regard to course offerings and not with regard to the effectiveness of individual instructors, who are evaluated separately as described in Section 8: Faculty Evaluation.
- 3.4.4 Proposed changes to the Core Curriculum require approval by the College President.
- 3.4.5 The review of the Graduate curriculum is the on-going responsibility of the Graduate Faculty Council. Because of Graduate School's commitment to curriculum stability and continuity, significant curricular changes to the number and type of required courses are not generally expected. The Faculty Council nonetheless will continually assess the success of the curriculum in achieving the goals of the MA program and its suitability for fulfilling the mission of the college and of the Graduate School in particular. In this assessment and review the Faculty Council shall pay particular attention to Institutional Effectiveness data assessing student learning outcomes and to professional judgment of the Core Faculty concerning the suitability and effectiveness of the graduate curriculum. Relevant survey data of student and graduate opinion may also be considered as a secondary means of assessment. Proposed changes to the requirements for the MA degree require approval of the President of Christendom College. With the approval of the President, actions affecting the addition or deletion of concentration programs will be referred to the Board for confirmation.
- 3.5 The Committees Application of Outcomes: Based on the recommendations of the Curriculum Committee or Graduate Faculty Council and the Vice President for Academic Affairs, the President will issue directives for revisions and updating all of the pertinent publications (e.g., *Christendom College Undergraduate Bulletin*) and procedures in light of recommended policy and procedural changes, program additions, or program deletions (if applicable) which improve the College's effectiveness in fulfilling its mission.
- 3.6 The Faculty Senate's Role: The undergraduate faculty, through the instrumentality of the Faculty Senate, may make recommendations or suggestions for undergraduate curricular change to the Curriculum Committee, though it has no endorsement power over

curricular matters. The Faculty Senate may also propose candidates for membership in the Curriculum Committee (see [3.1.1](#)).

- 3.7 Undergraduate Academic Departments' Role: The chairman of each undergraduate academic department has responsibility for: course oversight and coordination, departmental requirements for majors, major elective offerings, as well as curriculum development and review for his department. To change the departmental major requirements or course offerings in the College Bulletin the department chairman must demonstrate to Curriculum Committee sufficient consultation with the faculty members of the department. The department chairman shall present the reasons for the change to Curriculum Committee. Based on the advice of the Curriculum Committee the chairman may wish to revise the proposal. There shall be a vote of the Curriculum Committee on the chairman's final proposal. The results of the vote included in the minutes of the Curriculum Committee shall go to the President, who makes the final decision with regard to the proposed curricular change. If the President goes against the recommendation of either the Chairman or the Curriculum Committee, the President shall explain his decision in a written report to the Department Chairman and to the Curriculum Committee.
- 3.8 The primary means for reviewing departmental major offerings is the Institutional Effectiveness process. However, chairmen should also regularly engage in informal discussions with faculty members within a department as well as with the Vice President for Academic Affairs about their views on the departmental major offerings and course and hiring needs. These informal discussions may lead to discussions in formally convened departmental meetings.
- 3.9 The College may offer the following kinds of undergraduate courses which are not listed in the *Bulletin*:
 - 3.9.1 Cross-listed courses: A 300- or 400-level course offered in one department may in a single semester or on an on-going basis be accepted by the chairman of another department as fulfilling that department's major or minor requirements for graduation. Department chairman will review cross-listed courses regularly to ensure that the content of the course does in fact contribute to the learning goals of the department. Such a course can, under certain conditions, be used to fulfill requirements for two majors or two minors or one major and one minor (see Undergraduate Bulletin).
 - 3.9.2 New Course Offerings: It is recognized that individual faculty and departments may wish to offer a course without being ready to include that course in the College Bulletin. These courses will be designated with numbers assigned by the Department Chairman and the Registrar. They are offered with the approval of the department chairman, who will notify Curriculum Committee about the course at its first meeting after the course is listed in Registration material. No action by Curriculum Committee regarding the course is needed or expected at the time of

notification. The same such course that has been taught three times must be presented by the Chairman to Curriculum Committee for inclusion in the *College Bulletin* or must be dropped from the College's course offerings.

- 3.9.3 Directed Study courses: In special circumstances it may be appropriate for a Christendom faculty member to direct a special reading or research course for one or a few students. These courses will be designated with numbers 490-499 assigned by the Registrar. A faculty member is never compelled to offer a directed study course, and a directed study course does not figure into a faculty member's semester teaching load. Directed Studies may be offered only with the Department Chairman's permission. These courses will be listed as directed study courses on student transcripts.
- 3.10 Individual Faculty: As indicated above, the normal channels for faculty involvement in curricular development are through the instrumentality of the individual departments or the Faculty Senate. However, individual faculty may, if need be, directly approach the Vice President for Academic Affairs to suggest proposals for review by the Curriculum Committee.
- 3.11 The Administration's Responsibility for the Curriculum: The administration of the College, under the President as chief executive officer, and the Vice President for Academic Affairs as chief academic officer, is responsible for implementing and monitoring the general curriculum policy and the academic programs approved by the Board of Directors.
- 3.12 The Administration's Method of Oversight, Review and Evaluation: Oversight of curriculum review and development by the Administration is maintained by the President of the College, and by the Vice President for Academic Affairs who reports to him. The President has the final decision concerning the implementation of recommendations made by the Curriculum Committee and the Graduate Faculty Council. Actions by these committees which have been approved by the President and which require Board approval are proposed to the Board either directly by the President, or to the Academic Affairs Committee of the Board through the Vice President for Academic Affairs. Furthermore, the President ensures that an annual meeting of the Curriculum Committee and the Graduate Faculty Council are convened for the express purpose of the review and evaluation of existing course offerings and degree programs.
- 3.13 The Board of Directors' Responsibility for the Curriculum: The Board of Directors is responsible for approving the number and types of degrees offered by the College and the Notre Dame Graduate School; the number and nature of departments through which the curriculum is administered; the number and nature of academic majors offered; and the extent to which the institution should offer off-campus programs.
- 3.14 The Academic Affairs Committee of the Board of Directors: The Vice President for Academic Affairs acts as a liaison for the College in academic matters with the Board of