Curriculum Committee (CC) --- Operating Code[1]

Function: To act for the Faculty in reviewing curricular matters including those which implement educational policy concerning all---College requirements; to generate recommendations concerning immediate and long--- range curricular matters; to make recommendations to the Faculty concerning other curricular matters brought before it by faculty, students, and the Administration (*Faculty Handbook*, Part Two, II.F.2.e).

Membership: Voting members: Four faculty members, at least two of whom are tenured, each from a different Division of Disciplines, elected to serve three---year terms; the Associate Dean of the Faculty (student academic affairs); and one student selected by SGA. Non---voting member: the Registrar (*Faculty Handbook*, Part Two, II.F.2.e).

Meetings: CC generally meets for 1 hour each week during the semester (excluding breaks). CC does not convene over the summer. Outside of in-person meeting times, members will read and provide comments on assigned proposals (approximately 1-2 hours of work/week). Faculty members of CC, with the exception of the Chair, will take turns keeping minutes. Copies of minutes will be made available to the committee before the next meeting by way of email.

Chair: Members of Curriculum Committee will elect a new Chair by the end of each academic year for the following year and will inform the Chair of the FEC and the Dean of the Faculty/Vice President for Academic Affairs of the results of this election. In the case of a situation in which no returning member wishes to become Chair, FEC will be consulted to decide who the next Chair will be. The Chair's overall responsibilities are to plan and run meetings, and to handle communication between the committee, the Registrar's Office, the initiators of proposals, and their Chairs/Program Directors.

Operating Procedures:
All items contained in the Skidmore College Catalog fall within the purview of the committee, with the exception of staffing considerations, such as listings of departmental/program personnel, the professor assigned to teach a course, and the specific term in which a course is to be taught. The following changes require Curriculum Committee approval:

    a)   new course proposals or substantial revisions to existing courses
    b)   changes in the status of existing courses
    c)   deletion of a course from the catalog
    d)   changes in course description, course level, prerequisites, semester hour credit, requirements met
    e)   changes in requirements for majors and minors as well as departmental honors
    f)   establishment and elimination of majors and minors (will not take effect until they have been registered by the New York State Education Department)

All curricular requests are first reviewed by the Associate Dean of the Faculty (student academic affairs), who will then forward the proposal to the Chair of CC. The Chair of Curriculum Committee will then distribute the proposals to the members of the routine subcommittee or the entire committee as appropriate.

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[1] Last revised Fall 2023, approved by the Curriculum Committee on November 14, 2023; previously revised Spring 2023 and Spring 2016.

Routine course revisions: "Routine" matters, such as minor changes in course description or changes in course title, reduction of prerequisites, course deletions that do not affect requirements or resources of other departments or programs, or course renumbering that does not involve a change in level, are handled by a subcommittee of Curriculum Committee consisting of the chair of CC, the Registrar and the Associate Dean of the Faculty (student academic affairs). The Registrar and the Associate Dean of the Faculty (student academic affairs) will inform the Chair of Curriculum Committee of their recommendation. The Chair reserves the right to bring requested routine matters before the entire committee as deemed necessary. The Chair will inform the faculty member who proposed the revision, the respective department chair(s) and/or program director(s), and the Office of the Registrar, who will revise the Catalog accordingly, of the subcommittee's decision. The Chair may also inform the members of the entire committee of matters handled by the routine subcommittee.

New courses or substantial revisions to existing courses: (e.g. change in course description, change in course level/number, change in semester hours of credit, change in all-College requirements designation, change in enrollment cap, increase in prerequisites) The Chair will bring these proposals before the entire committee and will schedule review of proposals as soon as possible after receiving the proposals. The committee will discuss the proposal in light of its academic integrity, the appropriate level designation, Skidmore's credit hour policy, and how the course fits within the curriculum, especially its possible contribution to the all-College curriculum as well as contribution to the writing requirement in the major. The committee will make sure that the catalog description is informative about the content and format of the course, that it is concise, and that it starts with a sentence fragment (e.g., "An exploration of the ways the nervous system guides behavior"). Scribner seminars and travel seminars will be given some additional leeway in this formatting. The Chair will communicate suggested revisions to the faculty member and copy the appropriate chair proposing the course or course revisions. Final approval will be communicated to the proposing faculty member, the respective department chair(s) and/or program director(s), and the Office of the Registrar.

Revisions to majors, minors, or departmental honors: will be considered by the entire committee. Curriculum Committee will review the proposed changes in light of the academic coherence of the major, minor, or concentration. Chair will communicate suggested revisions to the respective department chair(s) and/or program directors. Final approval will be communicated to department chair(s) and/or program director(s), and the Office of the Registrar.

Establishment and elimination of majors and minors: Curriculum Committee follows the procedure of establishment and elimination of majors and minors as outlined in the Faculty Handbook. While a proposal is under deliberation at the committee, the Chair will inform the Chair of CEPP of the proposal considered and welcome CEPP's feedback.
Majors: After Committee consideration and approval, the proposal will be brought before the faculty for a vote. (establishment/elimination of majors will not take effect until approved by the Board of Trustees and have been registered by the New York State Education Department)

Minors: After Committee consideration the Chair will post the proposed minor, including rationale, onto the CC forum for feedback by the entire faculty. The student representatives will bring the proposal before SGA for student input. Curriculum Committee will take faculty and student feedback into consideration to make a final decision. The Chair will communicate the Committee's decision to the faculty, department chair(s) and/or program director(s) who submitted the proposal.
Approved proposals will be announced to the faculty.

Compliance: Oversight of faculty compliance with Skidmore's credit hour policy is a routine function of the Committee's consideration of new course proposals, including courses that include flexible fourth hours and on-line or blended learning. In the case of credit-bearing internships, the Curriculum Committee delegates oversight to the Associate Dean of Faculty (student academic affairs), who ensures that contact hours meet NYS and Skidmore's expectations for the amount of credit earned by students. In the case of travel seminars, the Curriculum Committee delegates oversight to the CC chair and the Associate Dean of Faculty (student academic affairs), who vet syllabi according to contact/credit-hour guidelines as part of the course approval process administered by the Office of Off-Campus Study and Exchanges. In the case of

theses and independent studies, the Curriculum Committee delegates responsibility to department chairs and program directors.

Each semester, the Registrar's Office monitors the Master Schedule to ensure that the contact hours scheduled by chairs and program directors reflect the amount credit that will be earned by students. Every five years, instructors teaching courses with an unscheduled (flexible) credit hour submit syllabi to the Curriculum Committee and account for the 45 hours of academic work that justifies the unscheduled (flexible) credit. The Chair of the Curriculum Committee and the Associate Dean of Faculty (student academic affairs) review the materials and work with instructors and chairs/program directors to assess and ensure compliance.

Other Procedures:

The CC website will be updated annually within the first month of the academic year to reflect current membership, to provide the up-to-date Operating Code document, and to make the previous year's Annual Report publicly available.

This Operating Code will be reviewed by the CC at least once every 3 years.
(last review and revision 2024)

Course Cap Guidance[2]:

The Curriculum Committee is tasked with deciding (equitably and fairly) whether a proposed course is allowed an exemption from the standard course caps. The following guidance outlines current practice.

Standard course caps:[3]

100-level courses: 28
200-level courses: 26
300-level courses: 18

Exemptions for lower course caps:
1. **Safety, equipment, or space considerations**
   a. Science labs (labs are typically capped at 16-20, although they often have larger lecture sections)
   b. Studio space (e.g., arts/dance)
   c. Technology Limitations (e.g., limited availability of equipment)
2. **Course-level considerations**
   a. Scribner Seminars (16)
   b. 100-level Expository Writing courses (15-17)
   c. Senior capstone courses (15)
3. **Pedagogy considerations**
   a. Writing Intensive courses (guidelines in the documentation below) (17)
   b. Skill-intensive courses (such as language courses or music theory) (17)
   c. Creative writing workshops (15)
   d. IGR or other non-standard pedagogies
   e. One-credit add-ons (10-15)
   f. Team teaching (1.25x cap rather than 2x cap)
4. **Other**
   a. Professional or accreditation requirements

[2] Approved by the Curriculum Committee on April 18, 2016.
[3] The standard course caps reflect the DOF/VPAA implementation of the 2009 and 2013 recommendations.

The Curriculum Committee does not allow exemptions for the following cases:
a. Honors Forum courses
b. Service learning courses

Exceptions that do not fall under these criteria must be approved on a case-by-case basis in consultation with DOF and CC.

Documents and history:
History of course cap policy guidance:
(1)   Minutes of Department Chair/Program Directors Meeting, August 27, 2014, where DOF implementation of the following reports was discussed.
(2)   "Resource Implications of Lower Course Caps: Preliminary Analysis" (2013)
(3)   "Course Cap Report by a joint subcommittee of CEPP, CC, and DOF" (Spring 2012)
(4)   "Curriculum Committee and CEPP Subcommittee on Course Caps Report" (Spring 2009; superseded by Spring 2012 report and 2013 response)
(5)   "CEPP--Curriculum Committee Statement on Maximum Caps" (3/27/2000; superseded by 2009 report)

Other Documents:
(6)   CEPP Proposal on Contact Hours Earned for Team--Taught Courses (5/15/2014, implemented Fall 2014 – see item (1): minutes of DC/PD, 8/27/14)
(7)   Curriculum Committee Guidelines for the Writing Requirement (n.d.)
(8)   CEPP Motion: Plan for Improving Student Writing (3/20/2007)
(9)   Curriculum Committee motion to reduce membership (3/31/2023)