

SECTION 3, COMPREHENSIVE STANDARD 3.4.12

The institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

North Georgia College & State University places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty. The Board of Regents (*Board of Regents Policy Manual* (§ 301) [1]) delegates responsibility for developing and administering the academic business of the University System institutions to the presidents, vice-presidents of academic affairs, deans and faculties. North Georgia College & State University's *Statutes* (Article II, IV, VI, VIII, XXII) [2] declare that it is the responsibility of the faculty in each department to establish departmental policies relating to each program. Article XXIV of the *Statutes* specifies the Faculty Senate as the representative and legislative agency of the faculty. North Georgia College & State University *Academic Affairs Policy and Procedure Manual* [3] under the section entitled "Course Development" indicates that changes in departmental curriculum originates at the department level.

North Georgia College & State University publishes general guidelines and policies that govern faculty responsibilities in the *Faculty Handbook* (Section 5.00-5.30) [4] and, building upon these policies and guidelines, each school and department has developed its own set of policies unique to the disciplines represented within each program. Each department has information related to curriculum and evaluation in a Departmental Policy and Procedure Manual or in minutes of their faculty meetings. Departmental committees are staffed by full-time faculty members representing the various departmental units. These committees may be comprised of the faculty as a whole in that program and/or a separate Curriculum and Evaluation Committee. If department faculty recommend changes in curriculum, these recommendations are forwarded to the next level of review. The next level of review occurs at the deans level and then are sent to either the Academic Activities Committee [5] for undergraduate programs or the Graduate Council [6] for graduate programs —both of which are

standing committees of the Faculty Senate. The Academic Activities committee is composed of department heads, deans, representatives from administration, academic support programs, registrar, admissions, library, four faculty who are not department heads and three student representatives. The Vice President of Academic Affairs (VPAA) is chair of the Academic Activities Committee. The Graduate Council is composed of the Director of Graduate Studies & External Programs, who chairs the Council, and one graduate faculty member from each program. Faculty Senate Bylaws [7]

As charged by the Faculty Senate in the Faculty Senate *ByLaws* [8],

The purpose of the Academic Activities Committee shall be to review and formulate academic policies that affect undergraduate instruction for the University.

The committee shall review and formulate admission requirements, academic regulations, and degree requirements, for all programs except for those at the graduate level. The committee shall be responsible for the approval of all new academic programs and course offerings, the appropriate hours of credit, and the catalog descriptions, when the academic policies affect undergraduate instruction.

Similarly,

The purpose of the Graduate Council shall be to guide the direction of the graduate program under the supervision of the President of the University and the Vice President for Academic Affairs. The Graduate Council shall review and formulate graduate academic policies for the University.

The Graduate Council shall be responsible for establishing academic policies for the graduate program. The council shall review and approve new program proposals as well as proposed revisions in the existing program. After approval by the Graduate Council new proposals that also affect undergraduate instruction will be forwarded to the Academic Activities Committee for approval of those provisions that affect undergraduate instruction. The Graduate Council shall institute criteria for Graduate Faculty status and a process for selection of Graduate Faculty.

Each department has fall and spring retreats (or pre-planning meetings) for the purpose of discussing their programs' content, quality, and effectiveness. At these retreats, data are examined from

the previous year to determine if changes need to be recommended and other variables are considered. For example, in education, if one of the professional organizations requires a change, then a discussion determines how the change will be implemented into the program.

In addition to the local faculty control, the Board of Regents (BOR) requires periodic comprehensive program reviews (CPR) of all academic programs, considering the viability, quality, and productivity of each such program, including such programmatic outcomes as retention, graduation rates, and employer and alumni satisfaction. (See more on CPRs in 3.3.1). Faculty prepare the CPR and it is reviewed by a faculty committee.

Quality is also addressed in the Institutional Assessment Plans.

Effectiveness of the curriculum is determined in a variety of ways. Examples include: Assessment of (1) basic academic skills at entry, (2) general education assessment, (3) specific academic program area assessment, and (4) all academic support programs (see p. 18 of NGCSU Undergraduate Bulletin). See standards 3.3.1 and 3.5.1 for specific assessment data.

Evidence of the faculty assuming responsibility for the curriculum can be found in the minutes of the Academic Activities Committee [9] and the Graduate Council meeting minutes [10].

Document Reference:

Number	DB Num	Document Title	Resource
1		Board of Regents, Policy Manual, Section 301, Academic Affairs, General Policy	http://www.usg.edu/regents/policymanual/300.phtml
2, 7, 8		NGCSU Faculty Senate, Bylaws	http://www.ngcsu.edu/academic/senate/index.shtml
3		NGCSU Academic Affairs, Policy and Procedure Manual	http://www.ngcsu.edu/vpaa/policyprocedurehandbookhome_files/policyprocedurehandbookTOC.shtml
4		NGCSU Academic Affairs, Faculty Handbook	http://www.ngcsu.edu/VPAA/Fcltybk/index.htm , Sections 5.00 – 5.30
5		NGCSU Academic Activities Committee	http://www.ngcsu.edu/academic/senate/Ay05-06/Committees/acdmacty.shtml

Number	DB Num	Document Title	Resource
6		NGCSU Graduate Council	http://www.ngcsu.edu/academic/senate/Ay05-06/Committees/grdcncl.shtml
9		Academic Activities Committee Minutes	http://www.ngcsu.edu/sacs/Reference_Room/documents/ngcsu_comm_min_6.htm#academic
10		Graduate Council Minutes	http://www.ngcsu.edu/sacs/Reference_Room/documents/ngcsu_comm_min_6.htm