**PHHP CURRICULUM COMMITTEE**

**GENERAL INFORMATION AND OPERATIONS**

**Committee Charge in Relation to the PHHP Mission**

A primary goal of the college is to ensure academic excellence across our programs. This is reflected in the first goal of our college mission.

Goal I: Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities and individuals.

The College Curriculum Committee (CC) plays a pivotal role in fulfilling this goal as reflected in its charge.

CHARGE: The College Curriculum Committee shall act for the faculty in matters relating to recommendations for college level approval of undergraduate, graduate, and professional instructional programs. Specific duties include:

1. Consideration and recommendation for college-level approval of new courses and programs,

2. Review and recommendation for college level approval of course and program changes and terminations, and

3. Participation in accreditation or other academic review procedures when requested by a department or the dean.

As highlighted in the CC charge, members of the PHHP Curriculum Committee serve as critical contributors to our teaching mission. The PHHP Curriculum Committee is the first level college review for all substantive changes to our academic programs and syllabi, which subsequently become the foundation of our academic offerings.

In order to assist the CC members in accomplishing their charge, we have created this overview of Curriculum Committee members and roles, documents for syllabus review, and procedures related to syllabus review and approval.

**PHHP Curriculum Committee Membership and their Roles**

There are four different types of members on the PHHP Curriculum Committee: the departmental representatives, the student representatives, the chair, and the dean’s office representative. The roles of each of these member types are described below.

***Departmental Representatives***

The Curriculum Committee includes a representative from each department. The departmental representative is a voting member who has 6 primary functions on the CC. These include:

1. Serve as the liaison between the CC and the department they represent for communications and updates covered in the CC that affect departmental submissions and processes related to academic program requests. This includes being available for consultation if an academic program has questions about the correct procedure to request submissions.

2. Serve as the discipline-specific reviewer for required syllabus items for submissions from all programs the department manages.

3. Serve as a general CC reviewer for required syllabus items for submissions from programs outside the home department.

4. Serve as a general CC reviewer for syllabus content and quality for submissions from programs both inside and outside the home department.

5. Serve as a general CC reviewer for program proposals from programs outside the home department.

6. Serve as a participant in other special projects assigned to the PHHP Curriculum Committee.

***Student Representatives***

The Curriculum Committee includes two students –the student representative and the student in training.

Student Representative – The student representative is a voting member and has 4 primary functions.

1. Serve as a discipline-specific reviewer for required syllabus items for submissions from the program in which the student is enrolled.

2. Serve as a general CC reviewer for required syllabus items for submissions from programs outside the academic program.

3. Serve as a general CC reviewer for syllabus content and quality for submissions from programs inside and outside the academic home. As the student voice on the committee, the student is asked to pay special attention to clarity and reasonableness of objectives, match between course level and intended student audience, and match between credits and course load described.

4. Meet with the CC chair or relevant discipline representatives, as desired, to learn administrative processes and procedures and pathways to decisions reached.

Student in Training - The student in training is a nonvoting member who serves as an observer on the CC to learn how the CC operates and the roles and responsibilities of the voting student member. The student in training becomes the voting member when the student representative’s term is completed.

***Curriculum Committee Chair***

The Curriculum Committee Chair is a voting member and serves as the overall manager of the committee process, including the 9 functions listed below.

1. Organize curricular reviews with the assistance of Dean’s Office support staff.

2. Confirm the items to be placed on the meeting agenda based on departmental/program material meeting submission criteria, time sensitivity regarding implementation, and DO requests for review. The chair can opt to move items meeting submission criteria from one meeting to the next meeting if the volume is determined to be too large for a single meeting. Items moved will have priority, along with time sensitive items, at the next meeting.

3. Ensure timely review and decision making for all submitted requests. This includes coordination with DO staff regarding progression of reviews occurring outside of the meeting. It is ultimately the responsibility of the chair and not the DO staff to ensure issues affecting progression through the committee review process (once material has been cleared for committee review) are addressed.

4. Communicate with all CC representatives regarding upcoming meetings, agenda items, and assignments for review as well as reminders for missing reviews.

5. Manage the CC meetings and discussion to cover necessary items in an efficient, effective manner.

6. Assist departmental representatives in providing feedback about reviews and decisions, as requested.

7. Serve as a department representative for communication and discipline reviewer (department representative functions #1 and #2).

8. Serve as a back-up reviewer but only if needed based on volume. Otherwise, it is expected the chair will review all submissions and facilitate discussion rather than serve as an assigned syllabus item reviewer outside his or her department or content and quality reviewer for any department (including his or her own).

9. Ensure compliance with UF policies and procedures related to curricular review and decision making.

***Dean’s Office Representative – Ex Officio Member***

The dean’s office representative is *Ex Officio,* meaning he or she isa nonvoting member of the Curriculum Committee who contributes in three primary ways.

1. Serve as an advisor to the chair and committee members regarding program operations, overall committee functioning, and UF and PHHP policies and procedures impacting the committee. This role involves proactive consultation with the chair and by request of the chair and/or other members.

2. Serve as a historian regarding CC structure and operations.

3. Liaison between the CC and Dean’s Office regarding potential committee enhancements and projects.

**Curriculum Committee Documents**

The following documents have been created to assist PHHP CC members in reviewing proposed new syllabi and syllabi revisions. A copy of these documents can be found on this website.

1. Syllabus Item Coverage Review – this checklist lists the required items faculty must include on their proposed syllabi.

2. Syllabus Content and Quality Review – this checklist includes items that help ensure course content is appropriate and reasonable for the intended student audience(s) and that the course components are clearly presented and detailed enough to facilitate student completion.

3. Proposed Syllabus Revisions Review – this checklist includes items that help ensure that proposed revisions to existing courses or programs are clearly presented and supported and are consistent with current policies.

**Syllabi Review**

*Background for Departmental Representatives:*

Each academic program has an approver who has the ability to forward submission requests including syllabi to the Curriculum Committee. Submissions occur electronically at the CC web site via the Submission Portal. It is the academic program approver’s responsibility to ensure that the department chair has approved the submission. There is a verification check box reflecting this approval on the Curriculum Committee Submission Form. If this is not checked, the request is returned to the department.

In addition, if a course has an undergraduate course number (starts with 1-4) or is a shared course between undergraduate and graduate programs (course number starts with 5), the original submitter needs to be sure the appropriate undergraduate program director has been consulted regarding placement of this course in the undergraduate curriculum. That originator will verify this consultation by checking the appropriate box on the Submission Form. Similar to the chair’s clearance, this consultation needs to occur prior to a submission moving to the first step of the review by the PHHP Curriculum Committee.

Prior to submission, the program should acquire consultations from other UF academic programs who share overlapping content.

We recommend that departmental representatives be sure the above steps have been taken to prevent items from their programs being returned without further CC consideration.

**Curriculum Committee Procedures for Syllabi Review**

There are two CC syllabus review teams assigned by the CC chair – the Item Coverage Review team, comprised of 2 CC members, and the Content and Quality Review team, comprised of 3 CC members. The Item Coverage Review team ensures that all required syllabus items are included and easy to follow. The Content and Quality Review team ensures that each syllabus is clearly written with enough detail to facilitate student completion, includes a cogent rationale, and appropriately reflects its intended audience. Any reviewer is also free to include proofing notes during review to aid in syllabus correction.

Syllabi requiring review will be made available by the DO support staff as soon as received but no later than two weeks prior to the next CC meeting. These teams complete their reviews prior to each CC meeting in order to focus the committee’s time on items requiring discussion based on the reviews.

Reviews for new syllabi and syllabi revisions are slightly different so are addressed individually below.

***New Syllabi***

*Item Coverage Review*

1. The syllabus item reviews are typically completed by the departmental representative and a CC member from outside the department. Each of these individuals independently completes the *Syllabus Item Coverage Review* form found on the CC web site and records the result (yes – all items are present and easy to follow; no – items are missing or hard to follow).

2. If any items are deemed missing or unclear based on either review, the syllabus is returned to the department for item inclusion and clarification. The syllabus will also be returned if it requires additional proofing.

3. Syllabi item review teams need to complete their reviews at least one week prior to each CC meeting in order to allow the department time to fix minor items that might result in the request still being placed on the upcoming meeting agenda.

*Content and Quality Review*

1. The second review team consists of three CC members, at least two of whom are outside the department. One of the members from outside the department is designated as the lead reviewer. Each of these three individuals independently completes the *Syllabus Content and Quality Review* form found on the CC web site and records their overall recommendation regarding approval.

2. If all 3 reviewers record the same level recommendation (i.e. approve, conditionally approve, recycle, deny), the item moves to the Curriculum Committee as a *presentation* item – that is, for brief presentation by the lead reviewer and full Committee vote unless other Committee members request discussion.

3. If the 3 reviewers differ on their overall recommendation, the item moves to the Curriculum Committee as a *discussion* item. The lead reviewer presents the specific concerns and recommendations of the reviewers followed by Committee discussion and vote. The lead reviewer should make every attempt to communicate with the other members of the review team prior to the meeting to clarify concerns raised during the reviews. Regardless of this communication occurring, the lead reviewer is expected to read the reviews completed by the other two reviewers.

4. The Content and Quality Reviews must be completed at least 3 business days ahead of the meeting to allow the lead reviewer time to consolidate the comments and the chair time to organize the meeting agenda.

***Syllabi Revisions***

*Item Coverage Review*

1. Syllabus item reviews are only required if the original syllabus for which changes are being requested had not been approved by the PHHP Curriculum Committee in the last three years. Courses fewer than three years old do not require a syllabus item coverage review but the academic program must submit a completed Syllabus Item Coverage form with their proposal. (If desired, the departmental representative from the PHHP Curriculum Committee may complete this form, which will count as one of the two CC item reviews required.)

2. For courses implemented prior to July, 2014, a full Syllabus Item Coverage review is completed, regardless of changes requested, following the procedure listed for new syllabi. This review is required because PHHP syllabi requirements have changed.

*Content and Quality Review*

1. Similar to new syllabi review, 3 CC members complete a Content and Quality Review. However, this review is limited to the items proposed for revision using the form entitled *Proposed Syllabi Revisions Review*. All other procedures are the same as those listed for new syllabi.