Policy

1. All faculty members in the Bill and Vieve Gore School of Business (BVGSB) are responsible for reviewing the content of their courses regularly.

2. Faculty in each program are responsible for assessing and changing the curriculum for majors in the program.

3. BVGSB faculty committees are appointed on an ad-hoc basis to review school-wide curricular changes.

4. All curricular and/or changes in major requirements must be approved by the full faculty of the BVGSB, and, as appropriate, the college curriculum committee, according to the Westminster College Manual for Faculty.

Procedure

Curriculum proposals are reviewed and approved using the following process:

1. **Individual changes are proposed in the program area.** Any faculty member is allowed to propose a curriculum change to his or her colleagues and program director or division chair. The proposal should address each of the following points, in addition to the required impacts included in the College Curriculum Committee Substantive Change Form.

   - Rationale for the change, in the context of the learning goals for the relevant program and school.
   - Impact on the major requirements.
   - For changes in courses, the impact of the change on all other majors in which that course is required.
   - For changes in majors, the impact of the change on all other academic areas.
   - Faculty and budgetary implications.

   Program directors/division chairs should discuss curriculum change proposals with other program directors/division chairs affected by the proposed change before a formal proposal is presented.

2. **Faculty in individual programs evaluate and formally approve, by majority vote, the curriculum proposal.** If program faculty are unable to approve the change, it is not submitted beyond this point. Program faculty should evaluate curriculum proposals on the following criteria:

   - The degree to which the proposal meets program learning goals.
   - The degree to which the proposal impacts program resources (i.e. faculty’s ability to deliver the changes).
- The degree to which the proposal offers unique learning to the programs affected by the changes.
- The impact the change has on advising students.
- The support for the change offered by internal and external research, advisory board feedback, national research, or other factors.

3. **The BVGSB’s leadership team constitutes the school’s curriculum review committee.** The leadership team evaluates and vets the curriculum proposal based on the following criteria:

   - The degree to which the proposed changes meet the stated objectives/rationale.
   - The impact of the curriculum change on school-wide resources and learning goals.
   - The ability of the proposal to meet BVGSB and program learning goals.
   - The impact of the change on accreditation and transfer/articulation.

4. **If the leadership team approves the change by majority vote, it is then submitted to the full BVGSB faculty for a vote.**

5. **If the proposal is approved by the full BVGSB faculty by majority vote, it is then sent to the college-wide curriculum committee for approval.**