

Algorithm for Curriculum Changes/Proposals Reviewed by the CAHS Faculty Council

The CAHS Faculty Assembly Bylaws formally charge the CAHS Faculty Council to serve as the Curriculum Committee for the College of Allied Health Sciences. This charge aligns with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirement that all colleges have a curriculum committee whose responsibility is to oversee the integrity of the curriculum.

The following steps should be taken for the review of a Curriculum Proposal by the CAHS Faculty Council:

1. The Department Chair and, if applicable, Program Director must complete a Curriculum Change/Proposal Form. This form should be submitted to the following individuals notifying them of a new Curriculum Proposal.
 - CAHS Faculty Council President
 - CAHS Associate Dean of Academic Affairs
 - CAHS Administrative Assistant II
 - Augusta University Curriculum Systems Manager (Curriculog@augusta.edu)

Please do not proceed with Step #2 of this form until the Request for Curriculum Change/Proposal Form has been reviewed and approved.

Note: All curricular changes and new program proposals are time-sensitive and must be verified by the institutional and college-level academic administration.

Note: All expedited requests require approval from the Associate Vice-President for Curriculum and Instructional Innovation before submitting into Curriculog. Each expedited request will be reviewed by the CAHS Associate Dean of Academic Affairs prior to sending it to the Associate Vice-President for Curriculum and Instructional Innovation for approval. After thorough review, the program will be notified regarding how to proceed with the proposed curricular change.

2. The Chair and/or Program Director will send electronic copies of the Curriculum Proposal to the Faculty Council President to include all items submitted in Curriculog.
 - Justification letter
 - Side-by-side comparison for a curriculum change.
 - If curriculum change(s) impact tuition, a financial impact statement is required
 - If curriculum change(s), a required a teach-out plan if applicable.

Other resources are available at <https://www.augusta.edu/registrar/curriculog/resources.php>

Recommended to direct specific questions to the Curriculum Systems Manager, at Curriculog@augusta.edu.

3. The Faculty Council President will send all documents prior to the next meeting to solicit comments and questions concerning the curriculum proposal to facilitate the progression of the proposal through Faculty Council.

4. The Faculty Council President will invite the Chair and/or Program Director to attend the next Faculty Council meeting to present and answer questions concerning the curriculum proposal.
5. Following review and discussion, the Faculty Council President will call for a vote of the Faculty Council voting members to approve the curriculum proposal.
6. If the curriculum change is approved, the Faculty Council President will approve it in Curriculog.
7. The Faculty Council President will inform the CAHS Associate Dean of Academic Affairs, the Department Chair/Program Director, and the Curriculum Systems Manager of the vote outcome.