

## **PROGRAM CURRICULUM COMMITTEE POLICY & OPERATING GUIDELINES**

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### **OVERVIEW**

SPS academic programs are required to establish and maintain an active Program Curriculum Committee (PCC). The PCC is a faculty decision-making body charged with ensuring the academic quality and rigor of the program curriculum and to ensure that the program's offerings meet the quality standards as set forth by the School of Professional Studies and the division of Arts and Sciences at Columbia University.

### **PURPOSE & FUNCTION**

To strengthen the program by providing disciplinary expertise and ensuring academic quality. The PCC does the following:

1. Conducts an Annual Curriculum Review (ACR) to ensure that it is aligned with program objectives as well as current trends and market needs.
2. Develops a Curriculum Improvement Plan (CIP), including course proposals that may involve creating, modifying, or retiring courses offered by the program.
3. Reviews syllabi for newly developed and redeveloped courses to ensure quality is consistent with Columbia University standards.

### **COMMITTEE COMPOSITION**

1. A PCC is composed of minimally three (3) and generally no more than five (5) faculty who are primarily full-time faculty teaching in the program.
  - a. All SPS full-time faculty are expected to sit on a PCC and contribute on-going to improvements in the program curriculum. As a result, programs with more than five (5) full-time faculty will have a larger PCC than is typical.
  - b. A Program Director (PD) is expected to sit on the PCC, including PDs who are full-time Officers of Administration.
2. The PCC Chair is responsible for leading conversations as outlined in the PCC Purpose. If the Chair of the PCC is not the Program Director, the Chair is responsible for providing timely feedback and advice to the Program Director.
3. The PCC Chair must be a full-time faculty member; or in the case of a program led by a Program Director who is a full-time Officer of Administration, they too may serve as PCC Chair.

4. Based on program size, part-time faculty teaching in the program may serve on a PCC.  
Part-time faculty invited to serve on a PCC faculty must:
  - a. Have meaningful experience with and be a good citizen of the program and of SPS.
  - b. Agree to the Member Responsibilities outlined in this document.
  - c. Commit to a minimum of 12 months of service on the committee.
5. Limitation on the number of part-time faculty serving on a PCC:

# of Full-time Faculty in the Program	# Part-time Faculty on PCC
zero	4 or less
1	2 or less
2	3 or less
3	2 or less
4 or more	1 or less

6. For part-time faculty on a PCC, the term of service is one year, beginning September 1 and running through August 31.
  - a. Service can be renewed for up to two additional years of continuous service based on an annual renewal cycle.
  - b. Renewal of a part-time faculty member on a PCC requires satisfactory delivery of the responsibilities of the position and is based on program need.
  - c. Part-time faculty may not exceed more than three years of continuous service on a PCC without a break in service.
7. Part-time faculty approved for PCC membership will receive a non-instructional academic support appointment, with compensation for 12 months of committee service paid out over the course of the fall and spring semesters.
8. A Columbia University full-time Officer of Administration who also teaches part-time in the program may serve as a voting member of a PCC; however, due to policy constraints that Officer of Administration may not receive a non-instructional academic appointment.
9. The Program Director may appoint one full-time officer of administration who is program administrator to serve ex officio and without voting rights to provide support to the PCC.
10. A Program Director may choose to form a Curriculum Advisory Group to provide feedback and input to the PCC from a wider set of stakeholders.
  - a. A Curriculum Advisory Group may be composed of additional part-time faculty, program alumni, industry experts, employer partners, and current students.

### **MEMBER RESPONSIBILITIES**

1. Actively engage in the work of the PCC, including thorough preparation for and consistent attendance at all committee meetings and SPS PCC Workshops.
2. Contribute as a collegial participant in the collaborative work and consensus-driven decision-making of the committee.
3. As a subject matter and disciplinary expert, provide meaningful contributions to improve the program's overall curriculum and new and existing courses.
4. Understand and apply the Columbia SPS quality standards during:
  - 4.1. Annual Curriculum Review
  - 4.2. Syllabus reviews for new or redeveloped courses.
  - 4.3. Provide meaningful feedback to faculty whose courses are reviewed.

### **OPERATION & ADMINISTRATION**

1. Each PCC has the discretion to determine the cadence & frequency of committee meetings.
2. In general, PCCs should meet regularly during September through May to ensure optimal progression of course proposals through the approval process.
  - a. If the PCC decides not to meet during the summer months, the committee will need to complete the Annual Curriculum Review (ACR) and conduct necessary curriculum planning in advance of the SPS budget process before the beginning of the summer term.
3. Less frequent meetings may be appropriate if a program is not proposing curriculum changes for the current or future academic year.