

Program Curriculum Committee Operating Guidelines

Effective: July 9, 2021 (updated September 30, 2022)

Responsible University Officer: Erik Nelson, Senior Associate Dean of Academic Affairs

Responsible Department: Academic Affairs Unit, School of Professional Studies

Overview:

SPS academic programs are required to establish and maintain an active Program Curriculum Committee (PCC). The PCC is a faculty body charged with working collaboratively to improve the quality and rigor of the program curriculum and to ensure that the program's offerings meet the standards for academic quality 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.

Composition of PCC:

1. Ideally composed of full-time and experienced part-time faculty. If possible, it is advisable to include at least one full-time CU faculty member from outside SPS.
2. The Program Director (PD) may sit on a PCC. If the PD delegates this responsibility, s/he should be advised of any conversations regarding the direction of program curriculum.
3. It is advisable for the Chair of a PCC to be a full-time faculty member. In the case of a program that is led by a staff member, the Director may serve as PCC Chair.
4. A 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.
5. The ideal size of a PCC is likely 5-7 members; however, a program may use their discretion based upon the size and needs of the program.

6. Term of Service on a PCC is ideally 2-3 years. It is advisable that members rotate off the committee at varying intervals to ensure continuity of the work.

Member Responsibilities:

1. Actively engage in the work of the PCC, including thorough preparation for and consistent attendance at all meetings.
2. Contribute as a collegial participant in consensus-driven decision-making and collaborative work 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.

Function & Administration of PCC:

The Program will determine the cadence & frequency of PCC meetings

- In general, the PCC should meet regularly during September through May to ensure optimal progression of course proposals through the approval process.
 - If the PCC does not want to meet during the summertime, it will need to conduct the necessary curriculum planning in advance of the fiscal year budget process prior to the beginning of the summer term.
- Less frequent meetings may be appropriate if a program is not proposing curriculum changes for the current or future fiscal year.